# ONWARD HOLDING & REFERRALS
# REFERRAL INFORMATION FORM

| SECTION 1 - RECEIVING OFFICE | SENDING OFFICE |
|---|---|
| TO: Agent: | FROM: Agent: |
| Firm Name: | Firm Name: |
| Address: | Address: |
| City/State/Zip: | City/State/Zip: |
| Business Phone: | Business Phone: |
| Cell Phone: | Cell Phone: |

| SECTION 2 - SELLER INFORMATION | |
|---|---|
| Seller Name: | When to make initial contact: |
| Address: | Property address to be listed: |
| City/State/Zip: | |
| Business Phone: | |
| Cell Phone: | Additional Helpful Information: |

| SECTION 3 - BUYER INFORMATION | |
|---|---|
| Buyer's Name: | Must home be sold first? |
| Address: | Company buyout? |
| City/State/Zip: | |
| Business Phone: | Contact Buyer at this no. first:<br>By this date: |
| Cell Phone: | Expected Arrival Date: Moving Date: |
| | Comments: |
| Preferred Location: | |
| Size and Type of Home Desired: | |
| Price Range: $ | |
| Number in Family: | |
| Adults: | |
| Children: Age: | |
| Age: | |
| Age: | |

## SECTION 4 - REALTOR'S ACCEPTANCE OF REFERRAL

**WE ACCEPT THIS REFERRAL, AND WHEN THE TRANSACTION IS CONSUMMATED, WE AGREE TO SEND _____%. (OF THE GROSS COMMISSION) REFERRAL FEE. WE WILL ENCLOSE DETAILS OF THE SALE WITH THE CHECK.**

| | |
|---|---|
| Receiving Managing Broker Signature: Date: / / | Sending Broker's Signature: Date: / / |

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# **REFERRAL INFORMATION FORM**

1. **Completing the Onward Holding & Referrals Information Form**

   **SECTION 1 - RECEIVING OFFICE/SENDING OFFICE:** This identifies the receiving/sending agents. This portion should be completed by the sending agent.

   **SECTION 2 - SELLER INFORMATION:** This is used when sending out a listing referral. This portion should be completed by the sending agent.

   **SECTION3 - BUYER INFORMATION:** This contains data about the customer. It should be completed by the sending agent.

   **SECTION 4 - REALTOR'S ACCEPTANCE OF REFERRAL:** This should be completed by the receiving agent and returned to the sending agent.