



KELLER WILLIAMS REALTY 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:	
Home Phone:		Home Phone:	
Fax Phone:		Fax Phone:	

Section 2 - Seller Information	
Seller Name:	When to make initial contact:
Address:	Property address to be listed:
City/State/Zip:	
Business Phone:	
Home Phone:	Additional Helpful Information:
Fax Phone:	

Section 3 - Buyer Information	
Buyer's Name:	New Employer:
Address:	Address:
City/State/Zip:	City/State/Zip:
Business Phone:	Position and Approximate Salary:
Home Phone:	Must home be sold first?
Fax Phone:	Company buyout?
Preferred Location:	Cash Available for Purchase and Closing Costs:
Size and Type of Home Desired:	Contact Buyer at this no. first: By this date:
Price Range: \$	Expected Arrival Date: Moving Date:
Number in Family:	Comments:
Adults:	
Children: Age:	
	Age:
	Age:

Section 4 - Realtor's Acceptance of Referral	
Prospect's Name:	Comment:
Date Contacted:	
Date of First Appointment:	
WE ACCEPT THIS REFERRAL, AND WHEN THE SALE IS CONSUMMATED, WE AGREE TO SEND _____% (OF THE GROSS COMMISSION) REFERRAL FEE. WE WILL ENCLOSE DETAILS OF THE SALE WITH THE CHECK.	

Receiving Sales Associate Signature:	Date: / /	Receiving Broker's Signature:	Date: / /
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