

**KELLER WILLIAMS REALTY  
REFERRAL INFORMATION FORM**

<b>SECTION 1 - RECEIVING OFFICE</b>		<b>SENDING OFFICE</b>	
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:	

<b>SECTION 2 - SELLER INFORMATION</b>	
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:	

<b>SECTION 3 - BUYER INFORMATION</b>	
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
Price Range: \$	By this date:
Number in Family:	Expected Arrival Date:
Adults:	Comments:
Children:	
Age:	
Age:	
Age:	

<b>SECTION 4 - REALTOR'S ACCEPTANCE OF REFERRAL</b>	
Prospect's Name:	Comment:
Date Contacted:	
Date of First Appointment:	
<p>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.</p>	

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

- PLEASE PHOTOCOPY FOR COPIES -