



RE/MAX INTERNATIONAL REFERRAL SHORT FORM/FAX LETTER

TO: _____

DATE: _____

RECIPIENT'S FAX#: _____

FROM: _____

SENDER'S FAX#: _____

TIME FAX SENT: _____ A.M. / P.M.

COMMENTS: _____

PART I

Check one: Seller Referral Buyer Referral Other: _____

This is a confirmation of referral previously phoned: Yes No New Referral: Yes No

RECEIVING OFFICE

RE/MAX Office: _____

Associate: _____

Associate S.S.# of SIN#: _____

Street: _____

City: _____

St./Prov.: _____ Zip: _____

Phone: (_____) _____

REFERRING OFFICE

RE/MAX Office: _____

Referring Office Federal ID#: _____

Associate: _____

Associate S.S.# of SIN#: _____

Street: _____

City: _____

St./Prov.: _____ Zip: _____

Phone: (_____) _____

CLIENT INFORMATION

Name: _____

Address: _____

City: _____

St./Prov.: _____ Zip: _____

Home Phone: (_____) _____

Employer: _____

Business Phone: (_____) _____

Address of property being referred: (if different than above) _____

Status of Present Home: (if applicable)

Currently listed at \$ _____

Not yet listed (Will sell for \$ _____)

Sold at \$ _____; Equity \$ _____

Renters

Must client sell first? _____

Reason for move:

Transfer New Job Other _____

Move definite: Yes No Authorized: Yes No

COMMENTS: _____

PART II - REFERRAL ACKNOWLEDGEMENT (Complete upon receipt. FAX or Mail copy to sender.)

Agreed Upon Fee: _____% of the Listing Commission Selling Commission

I hereby accept the above referral:

Signature: _____ Date: _____

PART III - FINAL DISPOSITION ON REFERRAL RECEIVED (Mail copy along with check to sender.)

Our check # _____ for \$ _____ represents _____ percent of the commission on this transaction.

Date of closing: _____

Sale Price: \$ _____

Total commission paid at closing: \$ _____

LESS:

Paid to local co-op REALTOR, if any: \$ _____

Commission to our office: \$ _____

Comments: _____

COMPLETE AND RETURN TO SENDER IF REFERRAL IS UNSUCCESSFUL

- Referee rented
- Sold/Purchased with other Broker
- Decided not to move from original city
- Unable to contact
- moved to another area/city
- Other _____