



Integrity Referral
Services, LLC

Integrity Referral Services, LLC Referral Short Form/Fax

Letter Date: _____

To: _____

Recipient's Fax # _____

From: _____

Sender's Fax # _____

Comments: _____

Part 1

Check One: _____ Seller Referral _____ Buyer Referral _____ Other

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

Receiving Office

Referring Office

Real Estate Company: _____

Real Estate Company: _____

Associate: _____

Associate: _____

Street: _____

Street: _____

City: _____ State: _____ Zip Code _____

City: _____ State: _____ Zip Code _____

Office #: _____ Agent # _____

Office #: _____ Agent #: _____

Email Address: _____

Email Address: _____

Client Information

Name: _____

Status of Present home (if applicable) _____

Address: _____

Currently Listed At _____

City: _____ State _____ Zip Code _____

Not Yet Listed (will sell for) _____

Home Phone: _____

Sold At _____ Equity _____

Employer: _____

Renters: _____

Business Phone: _____

Must client Sell First? _____

Address if Property being referred (if different from Above) _____

Reason for move: _____ Transfer _____ New Job _____ Other
Move Definite: _____ Yes _____ No

Part 2 – 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:

Receiving Agent: _____ Date _____ Receiving Broker/Manager: _____ Date _____

Referring Agent: _____ Date _____ Referring Broker/Manager: _____ Date _____

Part 3 – Final Disposition on Referral Received

(Mail copy along with check to sender)

Date of Closing: _____ Sales Price: \$ _____

Total Commission Received (referral side): \$ _____ Referral percentage _____% Referral Amount \$ _____

COMPLETE AND RETURN TO SENDER IF REFERRAL IS UNSUCCESSFUL

Referee Rented _____ Sold/Purchased with other Broker _____ Decided Not to Move _____

Unable to Contact _____ Moved to another Area/City _____ Other _____