



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 _____