



REFERRAL INFORMATION FORM

1. Sending Agent Procedures

Contact the chosen agent to see if he or she can provide the service in which you are interested. Be sure that the agent is completely familiar with the area the customer has indicated or where you have a potential listing.

Confirm the referral fee. The customary referral fee among agents in The Birdsong Group, Powered by EXP Realty REALTORS® is 25% of the side of the transaction. (25% of the gross listing or selling side of the commission.)

Complete your portion of the referral form and send two copies to the agent.

Follow-up with the customer to make sure the agent has contacted him and is satisfied with the receiving agent.

2. Receiving Agent Procedures

Upon receiving the referral form, contact the customer.

Complete your portion of the referral form on each copy. Return one copy to the sending agent and retain one copy for your records. Be sure to include a copy of the contract pending file when a sale is consummated.

3. Sending Agent Procedures

SECTION 1 – RECEIVING OFFICE/SENDING OFFICE: This identifies the receiving/sending agents. This portion should be completed by the sending agent.

SECTION 2 – SELLER INFORMATION: This is used when sending out a listing referral. This portion should be completed by the sending agent.

SECTION 3 – BUYER INFORMATION: This contains data about the customer. It should be completed by the sending agent.

SECTION 4 – REALTOR'S ACCEPTANCE OF REFERRAL: This should be completed by the receiving agent and returned to the sending agent.



REFERRAL INFORMATION FORM

SECTION 1 – RECEIVING OFFICE		SENDING OFFICE	
Federal Tax ID #		Federal Tax ID # :	
TO: Agent:	FROM: Agent: Betsy Birdsong		
Firm Name:	Firm Name: The Birdsong Group, Powered by EXP Realty		
Address:	Address: 2201 Veterans Memorial Blvd #405		
City/State/Zip:	City/State/Zip: Metairie, LA 70002		
Office Phone:	Office Phone: 504-780-9422		
Agent's Cell:	Agent's Cell: 504-376-7650		
Email:	Email: Betsy.Birdsong@exprealty.com		
Fax:	Fax: 504-780-9291		

SECTION 2 – SELLER INFORMATION – LISTING REFERRAL	
Seller Name:	When to make initial contact:
Address:	Property address to be listed:
City/State/Zip:	
Cell Phone:	
Home Phone:	Additional Helpful Information:

SECTION 3 – BUYER INFORMATION	
Buyer Name:	New Employer:
Address:	Address:
City/State/Zip:	City/State/Zip:
Business Phone:	Position and Approximate Salary:
Cell Phone:	Must home be sold first?
Fax:	Company Buyout?
Preferred Location:	Cash Available for Purchase and Closing Costs:
Size and Type of Home Desired:	Contact buyer at this # First: By this date:
Price Range: \$	Expected arrival date: Moving Date:
Number in Family:	Comments:
Adults:	
Children: Age:	
Children: Age:	
Children: 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 A 25% (OF THE GROSS COMMISSION) REFERRAL FEE. WE WILL ENCLOSE DETAILS OF THE SALE WITH THIS CHECK.	

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