

## Receiving Agent Information

Agent Name \_\_\_\_\_  
Office Name \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_  
State/Prov \_\_\_\_\_ Zip/PC \_\_\_\_\_  
Country \_\_\_\_\_  
Email Address \_\_\_\_\_  
Primary Phone \_\_\_\_\_  
Cell Phone \_\_\_\_\_ Fax \_\_\_\_\_

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City \_\_\_\_\_  
State/Prov \_\_\_\_\_ Zip/PC \_\_\_\_\_  
Country \_\_\_\_\_  
Email Address \_\_\_\_\_  
Primary Phone \_\_\_\_\_  
Cell Phone \_\_\_\_\_ Fax \_\_\_\_\_

## Client Information

Agent Name \_\_\_\_\_  
Office Name \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_  
State/Prov \_\_\_\_\_ Zip/PC \_\_\_\_\_  
Country \_\_\_\_\_  
Additional Information \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Current Home Phone No. \_\_\_\_\_  
Current Work Phone No. \_\_\_\_\_  
Cell Phone Number \_\_\_\_\_  
Email Address \_\_\_\_\_  
No. of Adults in move \_\_\_\_\_  
No. of Children \_\_\_\_\_  
Next Date of Home Finding Trip \_\_\_\_\_  
Expected Moving Date \_\_\_\_\_

## Current Property Information

Client is a \_\_\_\_\_ Estimated Property Listing Price \_\_\_\_\_  
Client Must Sell \_\_\_\_\_ Has Client been Pre-Qualified? \_\_\_\_\_  
Lender Information \_\_\_\_\_  
Reason for Moving \_\_\_\_\_

### Desired Property Information

Price Range \_\_\_\_\_ Estimated Down Payment \_\_\_\_\_

Desired Monthly Payment \_\_\_\_\_

Preferred Home Style: Single Family Home \_\_\_\_\_

Condo/Town Home \_\_\_\_\_ Other \_\_\_\_\_

Number of Bedrooms \_\_\_\_\_ Number of Baths \_\_\_\_\_ Square Footage \_\_\_\_\_

Familiar with the area? \_\_\_\_\_ Preferred Area \_\_\_\_\_

School Requirements: Elementary Jr. High Sr. High College

Additional Requirements \_\_\_\_\_

\_\_\_\_\_

### Referral Agreement Details

An agreed upon referral fee of \_\_\_\_\_ will be paid by the receiving agent to the referring agent.

The referral fee will be based on: Listing Selling The Commission

Referring Agent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Receiving Agent Signature \_\_\_\_\_ Date: \_\_\_\_\_