



## REFERRAL AGREEMENT

### ORIGINATING BROKER

Brokerage: \_\_\_\_\_

Referring Agent's Name: \_\_\_\_\_

Agent's Office Address: \_\_\_\_\_

Agent's Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

### RECEIVING BROKER

Brokerage: \_\_\_\_\_

Receiving Agent's Name: \_\_\_\_\_

Agent's Office Address: \_\_\_\_\_

Agent's Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

### CLIENT INFORMATION

Client is: \_\_\_\_\_ Buying \_\_\_\_\_ Selling Other: \_\_\_\_\_

Name(s): \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

Receiving Brokerage agrees to pay Originating Brokerage a referral fee of \_\_\_\_\_ (%) [of the \_\_\_\_\_ listing \_\_\_\_\_ buying \_\_\_\_\_ total] commission paid to their Brokerage OR \$\_\_\_\_\_ at the close of escrow. Referral fee shall be paid to Originating Brokerage within \_\_\_\_\_ calendar days of commission being received by Receiving Brokerage.

This Referral Agreement is valid for \_\_\_\_\_ transaction(s) with Client placed under contract during the period defined below.

Receiving Agent agrees to notify Originating Agent of client entering into contract within 5 days of contract acceptance and estimated closing date.

This Referral Agreement will Begin on \_\_\_\_\_ and Expire on \_\_\_\_\_.

# REFERRAL AGREEMENT (continued)

## REQUIRED DOCUMENTS

- Originating Brokerage's and Agent's real estate license and Company W9 furnished to Receiving Brokerage.
- Closing Statement/Final Settlement Statement furnished with payment to Originating Brokerage.

### Signatures:

Originating Agent: \_\_\_\_\_ Date: \_\_\_\_\_

Originating Managing Broker: \_\_\_\_\_ Date: \_\_\_\_\_

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

Receiving Managing Broker: \_\_\_\_\_ Date: \_\_\_\_\_

### Payment to eXp Realty Instructions

(NOT set up for wire transfers at the present time.)

Make all checks payable to: eXp Realty LLC | Tax ID#20-8369429 (W9 Attached) and include a copy of this agreement with payment. Email copy of check to the eXp Agent.

**For Regular U.S. Postal Service (USPS) –**  
Use of this address for payments mailed via the U.S. Postal Service (USPS) will result in delays.

**Mail to:**  
EXP Realty LLC  
PO Box 947854  
Atlanta, GA 30394-7854

**For Overnight Deliveries ONLY (NOT USPS)**  
– This address is to be used for overnight deliveries ONLY!

**Overnight/FedEx:**  
Lockbox Services #947854  
EXP Realty LLC  
LBX # 947854  
3585 Atlanta Ave. Hapeville, GA 30354