

**Referral Contract and Fee Agreement**

**Sotheby's International Realty Affiliates LLC has the following requirements:**

- Acknowledge receipt of referral form and contact the client/customer within 24 hours.
- Confirm client contact, sign and return referral form to Jay Lanigan
- Update referral within 45 to 60 days of receipt and thereafter until client/customer sells or purchases.
- By signing this form both parties agree the receiving affiliate will arrange for the payment of a 25% referral fee within 5 business days of the client/customer closing on the property.

**Client/Customer Information**

Name: \_\_\_\_\_ State/Country: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Referral Type Seller: ☐ Buyer: ☐ Both: ☐ Renter: ☐

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Country: \_\_\_\_\_

Price: \_\_\_\_\_ Time Frame: \_\_\_\_\_ Destination: \_\_\_\_\_

Comments: \_\_\_\_\_

\_\_\_\_\_

**Referring Affiliate Information**

Brokerage Name: \_\_\_\_\_ Location: \_\_\_\_\_

Referral Contact: \_\_\_\_\_ Office Phone: \_\_\_\_\_

Associates Name: \_\_\_\_\_ Location: \_\_\_\_\_

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

Cell Phone Number: \_\_\_\_\_ Date: \_\_\_\_\_ Authorized Signature: \_\_\_\_\_

**Receiving Affiliate Information**

Brokerage Name: \_\_\_\_\_ Location: \_\_\_\_\_

Referral Contact: \_\_\_\_\_ Office Phone: \_\_\_\_\_

Assigned Associate: \_\_\_\_\_ Location: \_\_\_\_\_

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

Cell Phone Number: \_\_\_\_\_ Date: \_\_\_\_\_ Authorized Signature: \_\_\_\_\_

**Please fax the completed and signed form to Jay Lanigan in the Referral Department at +1. 973.407.4876.**