

**Date:** [Insert Date]

**To:** [Partner Name/Company Name]

**Address:** [Partner Address]

**Subject: Terms of Property Management Referral Agreement**

Dear [Contact Person Name],

This letter outlines the proposed terms under which [Your Company Name] ("Company") and [Partner Company Name] ("Partner") will enter into a B2B referral relationship for property management services.

**1. Scope of Referral**

The Partner agrees to refer potential clients requiring professional property management services to the Company. The Company agrees to provide property management services to referred clients subject to a signed management agreement.

**2. Referral Fee**

For every referred client that signs a management contract with the Company, the Company shall pay the Partner a one-time referral fee of:

[Insert Dollar Amount or Percentage, e.g., \$500.00 or 50% of the first month's management fee].

**3. Payment Terms**

Referral fees will be paid within [Number] days after the Company collects the first full month's management fee from the referred client.

**4. Lead Submission Process**

The Partner shall submit referrals via [Email/Online Portal/Form]. A referral is deemed valid only if the lead is not already an existing client or an active prospect in the Company's database.

**5. Client Protection (Non-Solicitation)**

The Company agrees not to solicit the referred client for services currently provided by the Partner (e.g., Real Estate Sales) unless otherwise agreed upon in writing.

**6. Term and Termination**

This agreement shall remain in effect until terminated by either party with [Number] days' written notice. Any referrals made prior to termination will be honored under these terms.

**7. Confidentiality**

Both parties agree to keep the terms of this agreement and any shared client information confidential.

Please review these terms. If they are acceptable, please sign below or contact us to finalize the formal contract.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

---

**Accepted By:**

Signature: \_\_\_\_\_

Name/Title: \_\_\_\_\_

Date: \_\_\_\_\_