

## COMMERCIAL REAL ESTATE REFERRAL AGREEMENT

Date: [Date]

**RE: Referral of [Client Name/Company Name]**

Dear [Recipient Name],

This letter serves as a formal agreement between [Your Company Name] ("Referring Broker") and [Recipient Company Name] ("Receiving Broker") regarding the referral of the following potential client:

**Client Information:**

Name: [Client Name]

Company: [Client Company]

Requirement: [Purchase / Lease / Sale / Tenant Rep]

Property Type: [Office / Retail / Industrial / Multi-family]

Market Area: [City, State/Region]

**Referral Fee Terms:**

In exchange for this referral, Receiving Broker agrees to pay Referring Broker a referral fee equal to [Percentage]% of the total gross commission earned and collected by Receiving Broker on any transaction(s) completed by the Client within [Number] months of the date of this agreement.

**Payment Terms:**

The referral fee shall be paid within [Number] days of Receiving Broker's receipt of the commission funds. Receiving Broker agrees to provide Referring Broker with a copy of the final closing statement or commission disbursement authorization for the transaction.

**Agreement Duration:**

This agreement is valid for a period of [Number] months from the date of execution. If the Client enters into a representation agreement or completes a transaction during this period, the fee remains payable.

Please acknowledge your acceptance of these terms by signing below and returning a copy to our office.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

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**ACCEPTED AND AGREED:**

By: \_\_\_\_\_ (Signature)

Name: [Recipient Name]

Title: [Recipient Title]

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