

Date: [Date]

From (Referring Broker):

[Name of Referring Agent]
[Name of Referring Brokerage]
[Address]
[Phone/Email]

To (Receiving Broker):

[Name of Receiving Agent]
[Name of Receiving Brokerage]
[Address]
[Phone/Email]

RE: Referral Fee Agreement

Client Name: [Prospective Client Name]

Client Contact Info: [Phone/Email]

Referral Type: [Buyer / Seller / Lease]

Property Area/Interest: [Location/Details]

This letter serves as a formal agreement between **[Referring Brokerage]** and **[Receiving Brokerage]** regarding the referral of the above-named Client.

- 1. Referral Fee:** In consideration of this referral, the Receiving Brokerage agrees to pay the Referring Brokerage a referral fee of **[Percentage, e.g., 25%]** of the total gross commission earned by the Receiving Brokerage on the first transaction completed by the Client.
- 2. Payment Terms:** The referral fee shall be paid directly to the Referring Brokerage within **[Number]** days of the successful closing and funding of the transaction.
- 3. Term:** This agreement is valid for a period of **[Number, e.g., 12]** months from the date of this letter. If no transaction is closed within this timeframe, this agreement shall expire unless extended in writing.
- 4. Tax Documentation:** The Referring Brokerage will provide a Form W-9 (or equivalent) to the Receiving Brokerage prior to the distribution of funds.

By signing below, both parties acknowledge and agree to the terms of this referral arrangement.

Referring Broker/Agent Signature: _____

Date: _____

Receiving Broker/Agent Signature: _____

Date: _____