

Date: [Date]

Referring Agent/Broker: [Name]
Company: [Referring Company Name]
Address: [Referring Address]

Receiving Agent/Broker: [Name]
Company: [Receiving Company Name]
Address: [Receiving Address]

RE: Out-of-State Client Referral Agreement

This letter serves as a formal agreement between [Referring Company Name] and [Receiving Company Name] regarding the referral of the following client:

Client Name: [Client Name]
Client Contact: [Phone/Email]
Referral Type: [Buyer / Seller / Other]
Property Location/Area: [State/City]

1. Referral Fee:

In consideration of this referral, the Receiving Broker agrees to pay the Referring Broker a referral fee of [Percentage]% of the total gross commission earned by the Receiving Broker's side of the transaction.

2. Payment Terms:

The referral fee shall be paid within [Number] days of the successful closing and funding of the real estate transaction involving the above-named client. Payment should be made payable to [Referring Company Name].

3. Documentation:

The Receiving Broker agrees to provide the Referring Broker with a copy of the final Closing Disclosure or Settlement Statement upon completion of the transaction to verify the commission amount.

4. Term:

This agreement is valid for [Number] months from the date of signing. If a contract is entered into within this period, the fee remains due regardless of when the closing occurs.

5. Tax Reporting:

The Referring Broker shall provide a Form W-9 to the Receiving Broker prior to the disbursement of funds.

Signatures:

Referring Broker Signature
Date: [Date]

Receiving Broker Signature
Date: [Date]