

Date: [Date]

Referring Broker: [Name of Referring Broker/Company]

Address: [Address]

Receiving Broker: [Name of Receiving Broker/Company]

Address: [Address]

Outbound Lease Client Referral Agreement

This agreement confirms the referral of the following Client:

Client Name: [Client Name/Company Name]

Contact Person: [Name]

Phone: [Phone Number]

Email: [Email Address]

Lease Requirements:

[Type of Property, Location, Size, and Duration]

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 and received by the Receiving Broker for the lease transaction involving the Client mentioned above.

2. Payment Terms

The referral fee shall be paid within [Number] days of the Receiving Broker receiving their commission payment from the Landlord or Client.

3. Term of Agreement

This agreement is valid for a period of [Number] months from the date of signing. If the Client enters into a lease agreement through the Receiving Broker during this period, the fee is due.

4. Signatures

Referring Broker Authorized Representative:

(Signature)

Name: [Name]

Title: [Title]

Receiving Broker Authorized Representative:

(Signature)

Name: [Name]

Title: [Title]