

# REAL ESTATE REFERRAL GROUP, LLC

4735 Statesmen Drive, Suite D ■ Indianapolis, IN 46250  
Direct: (317) 847-8229 - VM: (317)388-3366 - Fax: (317)290-3921  
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WEB: www.rereferralgroup.com

## CLIENT REFERRAL AGREEMENT

1. To assure that your referrals are properly registered and referral fees received in a time manner each referral must be registered when the referral is initiated. We will immediately assign an agent or contact your designated agent.
2. Complete Referral Form
3. Register with Real Estate Referral Group; PHONE: 317-388-3366, EMAIL: jhart@mibor.net FAX: 317-290-3921.

REAL ESTATE REFERRAL GROUP ASSOCIATE INFORMATION	
NAME:	
E-MAIL ADDRESS:	
DAY TIME PHONE:	
EVENING PHONE:	

CUSTOMER SPECIFICS	
TYPE OF REFERRAL:	BUYER      SELLER      BOTH
NAME:	
ADDRESS:	
CITY, STATE, & ZIP:	
E-MAIL ADDRESS:	
DAY TIME PHONE:	
EVENING PHONE:	
RELATIONSHIP TO MEMBER:	
BUYER, Area Preference & Price Range:	
LISTING, Information on Current Home:	

DESIGNATED AGENT INFORMATION	
AGENT NAME:	
PHONE:	
FAX:	
EMAIL:	

Signature _____	_____
Date	

### \*\*\* FIVE EASY STEPS TO A SUCCESSFUL REFERRAL \*\*\*

1. Make sure you have a legitimate referral who wants to be contacted by a Real Estate Referral Group, LLC and one who is not already working with an agent.
2. Tell the customer to wait for the agent to contact them. If they call the agent first, we may not be able to give you a referral fee!
3. Even if you know the agent of choice you want to call Real Estate Referral Group, LLC will log and assign the referral to the appropriate company and agent, who will provide the best possible service.
4. Allow the real estate salesperson to do his/her job.
5. At the conclusion of a sale, when fees have been received by Real Estate Referral Group, LLC a check will be sent to the Real Estate Referral Group, LLC Associate. This is usually not more than 5 business days after the closing.