



**VIP Referral**  
 Buyer  Seller

OFFICE #	DATE
<input type="checkbox"/> New referral not previously phoned	<input type="checkbox"/> Confirmation of phone/fax referral

FROM

TO

SENDING (Office Name)		FED I.D. #/S.S.#	CLIENT'S / CUSTOMER NAME	
STREET			STREET	
CITY / STATE / ZIP		PHONE NO.	CITY	STATE / PROVINCE
RELO DIR:	E-MAIL	FAX NO.	HOME PHONE NO.	OFFICE PHONE NO.
AGENT: RECEIVING (Office Name)			E-MAIL:	
STREET			FAX NO:	CELL NO:
CITY / STATE / ZIP		PHONE NO.	HAS CUSTOMER GIVEN PERMISSION TO BE REFERRED? <input type="checkbox"/> YES <input type="checkbox"/> NO	
RELO DIR:	E-MAIL	FAX NO.	PRESENTLY: <input type="checkbox"/> OWN <input type="checkbox"/> RENT IS PROPERTY LISTED? <input type="checkbox"/> YES <input type="checkbox"/> NO LISTING PRICE: _____	
AGENT:			MUST BUYER SELL BEFORE BUYING? <input type="checkbox"/> YES <input type="checkbox"/> NO EXPECTED MOVE DATE? _____	

**BUYER REFERRAL:**

PREFERRED LOCATIONS:			PRICE RANGE	PREF. MONTHLY PAYMENT	DOWN PAYMENT
PRE-APPROVED FOR MORTGAGE? <input type="checkbox"/> YES <input type="checkbox"/> NO		AMOUNT	LENDER		
DESCRIBE PROPERTY DESIRED			INVESTMENT OR RETIREMENT	VA BENEFITS? <input type="checkbox"/> YES <input type="checkbox"/> NO	
BEDROOMS	BATHROOMS	GARAGE	NEW/OLD CONST.	SPECIAL FEATURES:	
NUMBER IN FAMILY:	ADULTS	CHILDREN (BOYS/GIRLS-AGES)		SCHOOL REQUIREMENTS:	
DATE OF FIRST VISIT:	FAMILIAR WITH AREA? <input type="checkbox"/> YES <input type="checkbox"/> NO	LOCAL CONTACT UPON ARRIVAL		AREA CODE	PHONE NO.

**SELLER REFERRAL:**

TYPE OF PROPERTY:	OCCUPIED: <input type="checkbox"/> YES <input type="checkbox"/> NO	BY TENANT: <input type="checkbox"/> YES <input type="checkbox"/> NO
PROPERTY ADDRESS:		NAMES:
SPECIAL FEATURES:		WHO TO CONTACT (IF NOT OWNER)
		AREA CODE
		PHONE NO

**CONTACT INFORMATION:**

BEST TIME TO CALL	PREFERRED METHOD OF CONTACT	AREA CODE	PHONE NO.
IS THIS A CORPORATE TRANSFER? <input type="checkbox"/> YES <input type="checkbox"/> NO	BUSINESS NAME AND ADDRESS	IF NOT, REASON FOR MOVE?	
IS A RELOCATION COMPANY OR EMPLOYER INVOLVED IN THE RELOCATION? <input type="checkbox"/> YES <input type="checkbox"/> NO			

COMMENTS:

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AS A SERVICE TO US, YOU ARE HEREBY AUTHORIZED TO REFER US TO A REAL ESTATE OFFICE IN THE AREA LISTED ABOVE AND TO PROVIDE THEM WITH INFORMATION TO ASSIST US.

CLIENT/CUSTOMER SIGNATURE (IF AVAILABLE) \_\_\_\_\_ DATE \_\_\_\_\_



# VIP Referral Acknowledgement

Buyer     Seller

OFFICE #	DATE
<input type="checkbox"/> New referral not previously phoned	<input type="checkbox"/> Confirmation of phone/fax referral

TO

FROM

SENDING (Office Name)		FED I.D. #/S.S.#	CLIENT'S / CUSTOMER NAME	
STREET			STREET	
CITY / STATE / ZIP		PHONE NO.	CITY	STATE / PROVINCE      ZIP CODE
RELO DIR:	E-MAIL	FAX NO.	HOME PHONE NO.	OFFICE PHONE NO.
AGENT: RECEIVING (Office Name)			E-MAIL:	
STREET			FAX NO:	CELL NO:
CITY / STATE / ZIP		PHONE NO.	HAS CUSTOMER GIVEN PERMISSION TO BE REFERRED? <input type="checkbox"/> YES <input type="checkbox"/> NO	
RELO DIR:	E-MAIL	FAX NO.	PRESENTLY: <input type="checkbox"/> OWN <input type="checkbox"/> RENT	
AGENT:			IS PROPERTY LISTED? <input type="checkbox"/> YES <input type="checkbox"/> NO    LISTING PRICE: _____	
			MUST BUYER SELL BEFORE BUYING? <input type="checkbox"/> YES <input type="checkbox"/> NO	
			EXPECTED MOVE DATE? _____	

**RECEIVING BROKER: PLEASE COMPLETE ALL PERTINENT INFORMATION BELOW AND RETURN THIS COPY TO OUR OFFICE PROMPTLY. THANK YOU.**

THANK YOU. WE HAVE RECEIVED YOUR REFERRAL OF THE CUSTOMER/CLIENT INDICATED ABOVE AND AGREE TO SERVICE THIS CLIENT TO THE BEST OF OUR ABILITY. WE FURTHER AGREE TO ADHERE TO CURRENT CENTURY 21® POLICIES AND PROCEDURES, CODE OF CONDUCT, VIP® REFERRALS, INCLUDING PAYING TO YOU, UPON CLOSING, A FEE OF \_\_\_\_\_% OF THE GROSS COMMISSION WE EARN ON THE REFERRED SIDE OF THE TRANSACTION. WE AGREE THAT THE REFERRAL SHALL REMAIN VALID FOR A PERIOD OF \_\_\_\_\_ FROM THE DATE ORIGINATED. (PLEASE ACKNOWLEDGE BELOW).

BROKER'S/RELOCATION DIRECTOR'S SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

TITLE \_\_\_\_\_

SALESPERSON ASSIGNED TO THIS REFERRAL:		HOME PHONE:	CELL PHONE:	EMAIL ADDRESS:
<input type="checkbox"/> OUT OF AREA - CAN'T HANDLE	<input type="checkbox"/> NEW AREA REQUESTED	MAILED INFORMATION PACKET		DATE
<input type="checkbox"/> SALE PENDING      \$	SALES PRICE	EST. CLOSING DATE	LISTED PROPERTY	DATE      LIST PRICE

**RECEIVING BROKER'S COMMENTS**

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IMPORTANT: READ THE CENTURY 21 POLICIES ON VIP® BUYER AND SELLER REFERRALS ON 21ONLINE.COM, RELOCATION AND REFERRALS TAB, RELOCATION RESOURCES SECTION TWO AND ON THE REVERSE SIDE OF THE HARD COPY OF THE VIP REFERRAL FORM AVAILABLE FROM MERRILL CORPORATION.

**ACKNOWLEDGEMENT - COMPLETE & RETURN TO SENDING OFFICE**

## **CENTURY 21® POLICIES VIP® BUYER AND SELLER REFERRAL FORM**

1. In order to foster goodwill and avoid the possibility of misunderstandings, in the absence of an express written agreement between the Sending Office and the Receiving Office in the form of the Acknowledgement of VIP® Referral attached hereto, the referral commission payable to the Sending Office shall be 20% of the gross commission earned by the Receiving Office on the referral side of the transaction. In the absence of an express written agreement to the contrary (see attached Acknowledgement) if for any reason the client postpones the purchase of property, the referral shall remain valid for a period of two years from the date originated. This two year time period shall extend from the date of the acknowledgement of the referral until the date on which an executed purchase agreement is accepted by the client.
2. A check for the referral commission shall be mailed to the Sending Office as soon after closing as possible, but in no event more than seven (7) days after closing. A complete breakdown of the transaction, specifying closing date, sale price, commission rate, total commission earned, and referral fee, shall be delivered to the Sending Office with the check for the referral commission.
3. In the event that more than one Sending Office refers the same client to the Receiving Office, the Sending Office whose referral is received first in time will receive credit for any referral commission due.
4. Sending Office and Receiving Office are and shall be independent contractors and nothing herein shall be construed so as to create a partnership or joint venture between them. Neither Sending Office nor Receiving Office shall act as agent for the other; guarantee the obligations of the other; or in any way become obligated for the debts or expenses of the other.
5. It is expressly understood that if the client is seeking to buy investment property, Sending Office may in its discretion send the client to more than one Receiving Office. In all other circumstances the referral should be sent to one Receiving Office only.
6. Receiving Office agrees that upon receipt of this referral from Sending Office it will promptly select and appoint a salesperson who will devote a sufficient amount of time for proper handling and servicing of the client. Prior to the client's arrival in the Receiving Office's area, the salesperson shall contact the client for the purpose of establishing communication, assisting in arrival or lodging arrangements, providing a sample of available listings, and establishing an itinerary for the showing of available properties.
7. Sending Office reserves the right to substitute another real estate brokerage agency in the place of Receiving Office should the client express dissatisfaction with the service rendered by the Receiving Office, or if Receiving Office fails to render service in accordance with the terms of this Agreement.
8. This Agreement may be terminated by either party by giving written notice to the other party; provided, however, that such termination shall not relieve either party from the payment of a referral commission due under the terms in paragraphs 1 & 2 hereof.
9. In the event of any dispute between two CENTURY 21 Offices concerning this referral, Sending Office and Receiving Office agree to arbitrate the dispute pursuant to the guidelines contained in the CENTURY 21 Policy and Procedure Manual and to be bound by the decision of the Arbitrator(s).
10. Each referral transaction shall be documented individually on a separate VIP Referral form. Each form submitted shall apply to the identified client's transaction only, and shall not obligate the Receiving Office to pay additional referral fees for other clients or transactions incidental thereto (for example, coworkers or friends of client), unless otherwise agreed upon in writing between the Sending and Receiving Offices.
11. For complete details on CENTURY 21 VIP® Referral Policies, go to [21online.com](http://21online.com), Management Tab, Policy and Procedure Manual, then scroll to VIP Referrals.

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Signature

Date