



REALTOR® Association of NorthWest Chicagoland
BROKER-TO-BROKER REFERRAL AGREEMENT



ORIGINATING BROKER

Company License #
Address City State Zip
Referring Agent Phone: Fax
E-Mail Alternate Phone

RECEIVING BROKER

Company License #
Address City State Zip
Receiving Agent Phone: Fax
E-Mail Alternate Phone

CLIENT INFORMATION

Name(s)
Address City State Zip
Home Phone Work Phone E-Mail
Initial Referral Status of Client: Buyer Seller Other
Preferred Time & Method of Contact
Comments

REFERRAL CONDITIONS

- 1. (Referral Fee), will be paid by Receiving Broker to Originating Broker at closing or as soon thereafter as reasonably possible on any and all transactions with the above Client, upon receipt of commission by Receiving Broker, subject to the conditions and during the term stipulated herein.
2. The term of this referral shall commence on the date of execution by both brokerages and shall end on the later of, or, if a transaction is pending with Client on said date, the closing of such transaction.
3. In the event Receiving Broker is unable or unwilling to service the client, Receiving Broker shall immediately notify Originating Broker and shall not refer the Client to any other broker.
4. Originating Broker will furnish Receiving Broker a completed W-9 form as a condition of payment.
5. Along with payment of the Referral Fee Amount, Receiving Broker will furnish Originating Broker a HUD-1 Settlement Statement or the customary closing or settlement statement used in Receiving Broker's market.
6. Originating Broker (check one) is referring Client exclusively to Receiving Broker; or reserves the right to refer Client to other brokers.
7. Originating Broker (check one) is or is not aware that Client is represented by a relocation firm. In the event Receiving Broker is required to pay a fee to Client's Relocation Company as a condition of Client's relocation benefits, the Referral Fee amount stipulated in Article 1 above shall be reduced commensurately. If the fee to the Client's Relocation Company is equal to or greater than the Referral Fee amount in Article 1 above, then no Referral Fee shall be due from Receiving Broker to Originating Broker on that transaction.
8. Originating Broker (check one) has or has not received the Client's permission to initiate this referral.
9. It is mutually understood and agreed that no amendments or alterations in the terms of this agreement shall be valid or binding unless made in writing and signed by the parties hereto.

Acknowledged and accepted:

ORIGINATING BROKER:

RECEIVING BROKER:

Broker of Record Date

Broker of Record Date

Referring Agent Date

Receiving Agent Date