

Referral Guideline Sheet

Please use anytime you will be unavailable to help your leads/clients for extended period of time. Vacation, out of town, family emergency, etc...

Ask yourself....	TEAM LEADS		Personal Lead
	Answer is YES	Answer is NO	
1. Is the referral more than 100 miles away?	Use the BHG Global Referral Network and refer out for 25%	Go to Question 2	Prefer you use the BHG Global Referral Network and refer out for 25%
2. Have you met the Client(s) face to face?	Refer to another agent in the office. Go below to the next section	Pass the lead to another agent as you are unable to work with them. Let team manager know to reassign the lead.	
Referral work You have chosen another agent in the office to refer the lead to.			
3. Did the agent covering you (referred agent) show a property to the client?	Go to Question 4	Nothing is due.	
4. Did the showing by the referred agent result in a contract on the home(s) they showed	Showed a home(s) and wrote an accepted offer. 50/50 split.	25% referral fee on any home that the client closes on that the referred agent showed.	
			Refer out as desired amongst the team. This requires written agreement signed by both parties and a managing broker. -If no written agreement exists, the team lead guidelines will be used to settle disputes.