

Broker-to-Broker Referral Form

To be Completed by Sales Associate

Customer Information

Date Submitted: _____

First Name: _____ Last Name: _____ Spouse: _____
Address: _____
City: _____ State/Province: _____ Zip/Postal Code: _____
Home Phone _____ Business Phone: _____ Email Address: _____
Special Instructions: _____

Listing Referral:

Address to be listed: _____
City: _____ State/Province: _____ Zip/Postal Code: _____
Comments: _____

Buyer Referral:

Moving to: _____ Price Range: _____ Bedrooms: _____ Baths: _____
Children: _____ Ages: _____ Private or Public Schools: _____
Current Home: Owns: _____ Rents: _____ Listed: _____ Sold: _____
Comments: _____

To be Completed by Relocation Director or Designated Company Contact

Originating Company: First Service Realty-GMAC Real Estate Phone: 305-551-9400
Broker code 00169990 Tax ID # 59-2378896 Fax: 786-513-2462
Relocation Director Renate Smith Address: 13155 SW 42 Street, Suite 200
City: Miami State/Province: FL Zip/Postal Code: 33175
Referring Associate: _____ Phone: _____

Instructions for Relocation Director, Referral Contact or per your company policy:

1. Identify Destination Company by accessing www.gmacmembers.com
2. Phone Relocation Director or Referral Contact for verbal acceptance
3. Fax form to Destination Company for signed acceptance
4. Fax copy of form to 1-800-274-7680 to register referral.

Destination Company: _____ Phone: _____
Broker code _____ Fax: _____
Relocation Director _____ Address: _____
City: _____ State/Province: _____ Zip/Postal Code: _____
Assigned Associate: _____ Phone: _____

Acknowledged and Agreed to pay a referral fee of 25% of the commission on the referred side within 10 business days of closing.

Destination Broker/Relocation Director/Referral Contact Accepting Referral Verbally _____ Time _____ Date _____

It is understood by accepting this referral, the Originating and Destination Companies agree to abide by the current Broker to Broker Rules & Regulations. Referrals must be either accepted or rejected by phone & in writing within 48 hours (2 business days) from the initial phone call. If the referral is not rejected, it is deemed accepted & a referral fee will be due. An exception is if the referred party cannot be reached (after repeated attempts) & reported to the originating company. Accepted referrals are valid for 18 months from the day the referral was accepted. **Broker to Broker Referral Form2004.doc - Revised: 5/6/04**