

## General Referral – Referral Agreement

Date of Agreement 1/1/2025

Primary Contact:  GR  Referring Agent

### Referring Agent / Broker (Source)

Name: Joe Smith  
Phone: 555-555-5555  
Email: joe@smith.com

### Receiving Agent

Name: Jane Doe  
Phone: 555-555-5555  
Email: jane@doe.com

### Receiving Company

Name: Realty USA  
Phone: 555-123-4567  
Email: susan@realtyusa.com

City: Newark  
State: NJ  
Manager: Susan Boss

### Referral Fee Particulars

In the event Receiving Agent / Company receives a commission or other payment for services rendered in connection with a real estate transaction consummated involving the Referred Client (see below) within two years of the date this Referral Agreement is entered into (both parties have signed), will be entitled to a referral fee, and Receiving Agent / Company agrees to pay said referral fee, in the amount of:

25 percent of the gross commission that Receiving Agent / Company receives in connection with the foregoing. Gross commission is calculated as that received by the Company prior to any split of commission with the agent or any other cobrokers on the Company's side of the transaction.

The parties hereby agree that the referral fee shall be fully paid by the Receiving Agent / Company no later than 10 business days after the transaction is completed. After the signing of a contract for a transaction resulting from a referral, the Receiving Agent / Company will promptly notify GR via email or via the GR website and indicate the expected closing date. Receiving Agent / Company agrees to indemnify and hold GR harmless from any claims, costs, and damages incurred by GR arising from claims by Referred Client regarding the brokerage services provided by the Receiving Agent / Company. This Agreement shall be in addition to any existing agreements and shall only replace the terms specified herein.

### Referred Client

#### Client 1

Name: Sara Seller  
Phone: 555-555-5555  
Email: sara@seller.com  
Current Address: 123 Main St, Newark, NJ

#### Client 2

Name: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Email: \_\_\_\_\_

Selling property, moving out of state.

Property Needs: \_\_\_\_\_

Is this property for the client's personal use, or is it intended as an investment? personal

No

Does this client own other real property? \_\_\_\_\_

Former client

Referring Agent / Broker Prior Experience with this client: \_\_\_\_\_

### GENERAL REFERRAL

### RECEIVING AGENT

### RECEIVING COMPANY

Name: Joel Neuenhaus

Name: Jane Doe

Name: Susan Boss

SAMPLE

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**Referral Commission Payment Instructions**

Please make all checks payable to:

General Referral, LLC

Mailing Address:

General Referral  
10 Crawford's Corner Rd #37  
Holmdel, NJ 07733

For Electronic Payments:

Contact [billing@generalreferral.com](mailto:billing@generalreferral.com) for a digital payment invoice