



COMPANY REFERRAL (IN-COMING)

Accepting Agent: Creig Northrop Agent #: 34596
Accepting Office: Long & Foster - Clarksville/River Hill
Main Office #: 410-531-0321
Direct Line #: 410-884-8351
Fax #: 443-535-0394

Referring Agent: _____ Agent #: _____
Referring Office: _____
Phone #: _____ Fax #: _____
Alternate Phone #: _____

Buyer Seller Rental

Client/Customer: _____
Address: _____
City/State/Zip: _____
Phone #: Home _____ Cell _____
Office _____ Fax _____
E-Mail: _____
Comments: _____

This letter is to confirm our acceptance of the referral arrangement on the above referenced client/customer. In accepting this referral, we have agreed to a _____% listing/selling/rental referral fee to be paid when the transaction has settled.

We will give this referral prompt, courteous, and professional service. Please feel free to contact me about the transaction.

Please sign and return a copy, keeping the original for your files.

Thank you for your business.

Signature of Referring Agent Date

Signature of Accepting Agent Date

Signature of Referring Manager Date

Signature of Accepting Manager Date