

**REFERRAL AGREEMENT**

1 **REFERRED PARTY**

2 Name: \_\_\_\_\_  
3 Address: \_\_\_\_\_  
4 \_\_\_\_\_ (street address, city, state, and ZIP code)  
5 Email Address: \_\_\_\_\_  
6 Telephone Numbers: \_\_\_\_\_  
7 The Referred Party is a prospective (buyer)(tenant)(seller)(lessor) **STRIKE THREE** and is interested in the following  
8 type of property, transaction, etc.: \_\_\_\_\_  
9 \_\_\_\_\_  
10 \_\_\_\_\_

**SECTION I.**

11  **FIRM TO FIRM REFERRAL**

12 **SENDING FIRM**

13 Firm Name: \_\_\_\_\_  
14 Address: \_\_\_\_\_  
15 \_\_\_\_\_ (street address, city, state, and ZIP code)  
16 Email Address: \_\_\_\_\_  
17 Telephone Number(s): \_\_\_\_\_  
18 Firm State of Licensure and Real Estate License Number: \_\_\_\_\_  
19 Firm Federal ID Number (for tax purposes): \_\_\_\_\_  
20 Name and Contact Information for Contact Agent: \_\_\_\_\_

21 **RECEIVING FIRM**

22 Firm Name: \_\_\_\_\_  
23 Address: \_\_\_\_\_  
24 \_\_\_\_\_ (street address, city, state, and ZIP code)  
25 Email Address: \_\_\_\_\_  
26 Telephone Number(s): \_\_\_\_\_  
27 Name and Contact Information for Contact Agent: \_\_\_\_\_

28 **REFERRAL AGREEMENT TERMS**

29 The undersigned agree the Sending Firm is referring the Referred Party to the Receiving Firm. The Receiving Firm will  
30 pay the Referral Fee to the Sending Firm on the terms and conditions stated in Section III of this Agreement.  
31 The Referral Fee will be paid by \_\_\_\_\_

**SECTION II.**

32  **REFERRAL WHEN WISCONSIN SENDING AGENT NOT ASSOCIATED WITH A FIRM**

33 **SENDING AGENT**

34 Agent Name: \_\_\_\_\_  
35 Address: \_\_\_\_\_  
36 \_\_\_\_\_ (street address, city, state, and ZIP code)  
37 Email Address: \_\_\_\_\_  
38 Telephone Number(s): \_\_\_\_\_  
39 Agent Real Estate License Number: \_\_\_\_\_  
40 Agent Social Security Number (for tax purposes): \_\_\_\_\_

41 **RECEIVING FIRM**

42 Firm Name: \_\_\_\_\_  
43 Address: \_\_\_\_\_  
44 \_\_\_\_\_ (street address, city, state, and ZIP code)  
45 Email Address: \_\_\_\_\_  
46 Telephone Number(s): \_\_\_\_\_  
47 Name and Contact Information for Contact Agent: \_\_\_\_\_

48 **REFERRAL AGREEMENT TERMS**

49 The undersigned agree the Sending Agent is referring the Referred Party to the Receiving Firm. The Receiving Firm will  
50 pay the Referral Fee to the Sending Agent on the terms and conditions stated in Section III of this Agreement:  
51 The Referral Fee will be paid by \_\_\_\_\_.

**SECTION III.  
REFERRAL AGREEMENT TERMS AND CONDITIONS**

52 **REFERRAL FEE COMPUTATION**

53 State the fee or explain precisely the basis for computing the fee, e.g., percentage of the purchase price, list price, or  
54 lease commission; percentage of commission received by Receiving Firm based on net or gross, list side, sell side or  
55 full commission or buyer's broker's fee, etc.: \_\_\_\_\_  
56 \_\_\_\_\_  
57 \_\_\_\_\_

58 **STANDARD OF PERFORMANCE**

59 The Referral Fee is earned when: \_\_\_\_\_  
60 \_\_\_\_\_ (accepted offer involving the Referred Party closes,  
61 Receiving Firm receives commission in real estate transaction involving the Referred Party, etc.).

62 **PAYMENT DEADLINE**

63 The Referral Fee shall be paid no later than \_\_\_\_\_ business days after closing.

64 **ACTIVE LICENSE**

65 The Sending Firm or Agent must have a valid, current license at the time this Agreement is signed and when the  
66 Referral Fee is paid.

67 **EXCLUSIVITY**

68 This referral (is)(is not) ~~STRIKE ONE~~ ("is" if neither is stricken) being made only to the Receiving Firm.

69 **AGREEMENT TERM**

70 This Agreement shall expire on \_\_\_\_\_ (date) unless this Agreement is  
71 extended by the parties in writing.

72 **ADDITIONAL TERMS AND CONDITIONS**

73 \_\_\_\_\_  
74 \_\_\_\_\_  
75 \_\_\_\_\_  
76 \_\_\_\_\_  
77 \_\_\_\_\_  
78 \_\_\_\_\_

79 The attached \_\_\_\_\_ is/are made part of this Agreement.

80 (x) \_\_\_\_\_  
81 Authorized Signature for Sending Licensee ▲ Print Name Here ► \_\_\_\_\_ Date ▲

82 (x) \_\_\_\_\_  
83 Authorized Signature for Receiving Licensee ▲ Print Name Here ► \_\_\_\_\_ Date ▲