

# Certified International Property Specialist (CIPS)

## REFERRAL CONTRACT FORM

**DISCLAIMER:** Neither the National Association of REALTORS® nor its CIPS program enters into mediation or arbitration processes

**Date of Referral Agreement:** \_\_\_\_\_

### Referring (Source) Broker/Agent

NAME: \_\_\_\_\_

COMPANY: \_\_\_\_\_

BUSINESS ADDRESS: \_\_\_\_\_

BUSINESS CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_

COMPANY COUNTRY: \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_ WEB SITE: \_\_\_\_\_

FAX (include country code): \_\_\_\_\_

PHONE (include country code): \_\_\_\_\_

### Receiving Broker/Agent

NAME: \_\_\_\_\_

COMPANY: \_\_\_\_\_

BUSINESS ADDRESS: \_\_\_\_\_

BUSINESS CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_

COMPANY COUNTRY: \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_ WEB SITE: \_\_\_\_\_

FAX (include country code): \_\_\_\_\_

PHONE (include country code): \_\_\_\_\_



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### Referral Fee Particulars

In the event Receiving Broker/Agent receives a commission or other payment for services rendered in connection with a real estate transaction consummated involving the Referred Client (see attachment 1) within \_\_\_\_\_ of the date this Referral Contract is entered into (both parties have signed), Referring Broker/Agent will be entitled to a referral fee\*, and Receiving Broker/Agent agrees to pay said referral fee, in the amount of:

- ☐ \_\_\_\_\_ cash (in \_\_\_\_\_ currency), or
- ☐ \_\_\_\_\_ percent of the ☐ list price, ☐ sale price, or ☐ lease commission that Receiving Broker/Agent receives in connection with the foregoing.

The parties hereby agree that the referral fee shall be fully paid by the Receiving Broker/Agent no later than \_\_\_\_\_ business days after the transaction is completed.

☐ Other (describe) \_\_\_\_\_

*\*Referral fees may be subject to withholding tax or other forms of taxes in the country in which the transaction takes place. Referring agents should be aware of state, provincial, or local laws in their respective markets with regards to paying referrals.*

### Term

This contract will expire on \_\_\_\_\_ (date). If both parties want to cooperate after the expiration date, they will have to execute a new referral contract.

### Signatures

\_\_\_\_\_  
Authorized Referring Broker/Agent

\_\_\_\_\_  
Date

\_\_\_\_\_  
Authorized Receiving Broker/Agent

\_\_\_\_\_  
Date



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# REFERRAL CONTRACT FORM

## Attachment 1

### CLIENT WORKSHEET

#### Client Referred

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_

FAX (include country code): \_\_\_\_\_

PHONE (include country code): \_\_\_\_\_

#### Client Particulars

Property Needs

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

Does this client own other real property  
in the destination country?

Referring Broker/Agent Prior Experience  
with this client

Comments



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