



## KW COMMERCIAL MIDWEST REFERRAL INFORMATION FORM

KWC RECEIVING OFFICE	REFERRING AGENT/OFFICE
Managing Director:	Agent:
Office:	Office:
Address:	Address:
City/State/Zip:	City/State/Zip:
Business Phone:	Business Phone:
Cell Phone:	Cell Phone:
Team Leader:	Team Leader:
Fax Number:	Fax Number:
Email:	Email:

SECTION 2 – REFERRAL INFORMATION	
Referral Name:	Business Phone:
Address:	Cell Phone:
City/State/Zip:	Fax Number:
Email:	Describe relationship:
NOTES	

SECTION 3 - CLIENT REQUIREMENTS
Target Date: _____ Buy ___ Sell ___ Lease ___ Office ___ Retail ___ Investment ___ Warehouse ___ Industrial ___ Multi-Family ___ Mfg ___ Business ___ Recreational ___ Hospitality ___ Flex Space ___ Other _____ Use _____ SF _____ RSF _____ USF _____

WE ACCEPT THIS REFERRAL. IF AND WHEN THE TRANSACTION IS CONSUMATED, WE AGREE TO SEND \_\_\_% (OF THE GROSS COMMISSION, NET OF EXPENSES) AS A REFERRAL FEE. WE WILL ENCLOSE DETAILS OF THE TRANSACTION WITH THE CHECK.

Receiving KWC Signature: _____  <div style="text-align: right;">Date: / /</div>	Referring Agent's Signature: _____  <div style="text-align: right;">Date: / /</div>
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The following should be considered as a guideline depending on the referring agents relationship with the referral and the level of help and assistance the referring agent may be provide to the transaction.

Residential Agent to Commercial Agent Referral Structure:

**Level 1 – Approximately \_\_\_\_\_% to referring residential agent**

- \* The residential agent refers a “cold lead”; i.e., the name of the referral with contact information.

**Level 2 – Approximately \_\_\_\_\_% to referring residential agent**

- \* The residential agent knows the referral, sets up the meeting between the referral and the KWC Agent, and provides a warm introduction of the referral to the KWC Agent.
- \* The residential agent refers a “warm lead”; i.e., the KWC Agent has given a brief introduction on the referral, including contact information, and describes the opportunity.

**Level 3 – Approximately \_\_\_\_\_% to referring residential agent**

- \* There is a trust factor between the residential agent and the referral.
- \* The residential agent helps deliver business through the relationship.

**REMARKS:** Costs associated with the marketing of the above property **(will/will not)** be split \_\_\_\_\_%, it is understood that the residential agent **(will/will not)** assist with the marketing of this property and **(will/will not)** be present for showings and negotiations of the sale of this property. There **(may/may not)** be times that the referring agent may assist in marketing and showing of the property. Any future listings or sales from buyers or sellers that originate from this listing will be split according to this commission referral agreement or its modified form at a later date and agreed upon by both parties.

\_\_\_\_\_/\_\_\_\_\_  
(initials)

**NOTES:**

KWC AGENTS ASSIGNED TO THIS REFERRAL	
KWC AGENT 1	KWC AGENT 2
Agent:	Agent:
Office:	Office:
Address:	Address:
City/State/Zip:	City/State/Zip:
Business Phone:	Business Phone:
Cell Phone:	Cell Phone:
Email:	Email: