



**REFERRAL FEE AGREEMENT**  
**Greater Hartford Association of REALTORS®, Inc.**

Referring Broker: \_\_\_\_\_ (Brokerage Firm)

Referring Agent or Broker: \_\_\_\_\_ (Name)

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

Referred Broker: \_\_\_\_\_ (Brokerage Firm)

Referred Agent or Broker: \_\_\_\_\_ (Name)

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

Client(s): \_\_\_\_\_ (Client Name)

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

Referred Property Address, if applicable: \_\_\_\_\_

Other Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

1. In consideration of Referring Broker's referral of Client to Referred Broker, Referred Broker agrees to pay to Referring Broker a referral fee of \_\_\_\_% of the gross closed ~~commission received by Referred Broker on the~~  
 Listing Side  Selling Side  Lease.

2. The referral fee shall be due and payable at the time Referred Broker is paid a commission from Client's purchase/sale/lease.

3. This Referral Fee Agreement is not a cooperating broker agreement, agency agreement, joint venture or partnership between the parties. Referred Broker shall be solely responsible for any Client representation agreements which may be required by law.

4. In the event of a dispute, the parties agree to arbitrate the matter in accordance with the Arbitration Manual of the National Association of Realtors®.

**Referring Broker:**

\_\_\_\_\_  
 (Brokerage Firm)

By: (Auth. Rep.) \_\_\_\_\_

Date: \_\_\_\_\_

**Referred Broker:**

\_\_\_\_\_  
 (Brokerage Firm)

By: (Auth. Rep.) \_\_\_\_\_

Date: \_\_\_\_\_

**Referring Broker**  
 Name of the brokerage referring out the client.  
 Name of the agent or broker who is the person referring out the client.  
 Address of the referring brokerage.  
 Preferred phone number, office fax, and email of the agent or broker.

**Referred Broker**  
 Name of the brokerage receiving the client.  
 Name of the agent or broker who will be working with the client.  
 Address of the referred brokerage.  
 Preferred phone number, office fax, and email of the agent or broker.

**Client Information**  
 Name(s) of the client being referred.  
 Address of the client being referred.  
 Phone number, fax number, and email of the client being referred.

**Referred property address of applicable.**  
 Sometimes there is a specific property and that is the only property the referred broker is to show the client.

**Other Instructions.** This could be anything from a specific time frame, county, town, street, or a combination of the aforementioned. This could also include a specific compensation amount not able to be put in the compensation section. This section could also include information about the client or instructions on how the client wishes to be contacted, etc.

**Compensation Section**  
 Which is Number 1 and reflects the percentage the referred broker will compensate the referring broker should the client sell, buy, or both. The boxes represent what side the referring broker is entitled to compensation. (e.g. The referring broker gives the referred broker a listing and checks off they are to be compensated on the sale of the property. Should the referred broker also bring in the buyer in a dual agency situation the referring broker is not entitled to a portion of that side if the box is not checked off.) This is negotiable between the two brokerages and some brokerages have standard procedures on referrals. Always check with your broker or office manager on this before committing to a referral.

**Signature Section**  
 Usually signed by the broker or office manager of each brokerage. Some brokerages allow the agents to enter into referral agreements on their own. It is important to check with your brokerage's policy on referrals.