



VIRGINIA ASSOCIATION OF REALTORS®
Referral Agreement



THIS REFERRAL AGREEMENT is made as of the ____ day of _____, 200__, by and between
_____(company name and agent) (the
“Referral Source”) and
_____(company name and agent) (the
“Referred REALTOR®”) and provides as follows:

THAT for an in consideration of the mutual promises contained herein, and other good and valuable consideration,
the parties agree as follows:

1. Referral Source hereby refers to Referred REALTOR®, and Referred REALTOR® accepts the referral of, the
following prospect (the “Prospect”):

Name(s): _____
Address: _____
Phone: _____
Fax: _____
E-mail: _____
Services: _____

2. Referral Source represents and warrants to Referred REALTOR® that the Prospect has been informed of this
referral, has been told the identity of Referred REALTOR®, and has consented to the referral. Referral Source
makes no warranty that the Prospect will agree to work with or through Referred REALTOR®. If Referral Source
has not obtained the written consent of the Prospect to receive Referred REALTOR®’s phone call, Referral Source
will use reasonable efforts to do so and will furnish such consent to Referred REALTOR®.

3. Referred REALTOR® will contact the Prospect promptly regarding the Prospect’s needs, and will inform
Referral Source promptly of the terms on which Prospect has agreed to work with Referred REALTOR®. If such
agreement for services is reached, Referred REALTOR® will act diligently and ethically to accomplish the
objectives of the Prospect.

4. If Referred REALTOR®’s services on behalf of or in connection with the Prospect result in Referred
REALTOR® earning a commission for services performed within _____ months of the date of this
Agreement, Referred REALTOR® will pay to Referral Source a fee of _____, such
fee to be paid within 10 business days of the date the commission is received.

5. If Referred REALTOR® is required to pay to another REALTOR® all or a portion of the commission received
as a result of that REALTOR®’s successful arbitration of the right to the fee, Referred REALTOR® will send
notice thereof to Referral Source together with evidence of such payment, and Referral Source will promptly refund
the referral fee to Referred REALTOR®. If Referred REALTOR® should subsequently recover a commission from
the Prospect, Referred REALTOR® will pay the referral fee agreed to in this Agreement promptly to Referral
Source. Referred REALTOR® shall be under no obligation to bring any action or arbitration to recover a fee for
services rendered in connection with the Prospect.

6. This Agreement shall be governed by the laws of the Commonwealth of Virginia.

IN WITNESS WHEREOF, the parties have caused this instrument to be executed pursuant to due authority:

REFERRAL SOURCE:

By: _____(SEAL)

REFERRED REALTOR®

By: _____(SEAL)

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