



## POTENTIAL CLIENT REFERRAL FORM for REALTORS

**Referral Process:** This Potential Client Referral Form (PCRF) is used in lieu of the OREA Form 320 and is to be submitted when the Client is first introduced to Hayhoe Homes by the Realtor. In the event a Client directly contacts or visits Hayhoe Homes before a PCRF is completed Hayhoe Homes will accept a PCRF received within 48 hours of the contact. Completed PCRFs can be submitted in person at a Presentation Centre or emailed to the Hayhoe Homes Sales Representative the Realtor is working with.

**Referral Amount:** This referral will be honored for 60 days from the date of acceptance by Hayhoe Homes. Hayhoe Homes agrees to pay a commission of 2%. The commission payable is calculated on the pre-tax price in the Agreement of Purchase and Sale.

**Invoice Submission:** Referral payment will be paid after the completion of the transaction and upon receipt of a **PDF** invoice from the Real Estate Brokerage **emailed to [ap@hayhoehomes.com](mailto:ap@hayhoehomes.com)**. In the event the transaction is not completed on or before the closing date the Realtor is deemed to have not provided services and a referral payment is not due or payable to the Realtor or Real Estate Brokerage.

### CLIENT and REALTOR INFORMATION

Client's Names: \_\_\_\_\_

Client's Names: \_\_\_\_\_

Client's Address: \_\_\_\_\_

Client's Phone: \_\_\_\_\_

Client's Email: \_\_\_\_\_

Realtor's Name: \_\_\_\_\_

Real Estate Brokerage: \_\_\_\_\_

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

Realtor's Phone: \_\_\_\_\_

Realtor's Email: \_\_\_\_\_

### SIGNATURES

\_\_\_\_\_  
Client Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Client Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Realtor Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Hayhoe Homes Signature

\_\_\_\_\_  
Date