

Referral transaction checklist

Subject Property Address, APN, Developer, or Escrow number:

Client referred (name of client):

Agent or Brokerage of the referred client:

- 1.) Transaction closing Date: _____
- 2.) \$ amount of referral: _____
- 3.) Tax Star of Property: _____
- 4.) Referral agreement and agreed amount of compensation: _____
- 5.) MLS printout of property "S" status (if applicable): _____
- 6.) Escrow documents (if referral check is from escrow company: _____
- 7.) Disclosures and other documents pertinent to the transaction: _____