



REFERRAL CONTRACT FORM

Referring (Source) Broker / Agent

NAME: _____
COMPANY: _____
BUSINESS ADDRESS: _____
BUSINESS CITY: _____
STATE/REGION/PROVINCE: _____ POSTAL CODE: _____
COMPANY COUNTRY: _____
E-MAIL ADDRESS: _____ WEBSITE _____
FAX (include country code): _____
PHONE (include country code): _____

Receiving Company

NAME: Emily Sanchez
COMPANY: Housing Hampton Roads/Habitat for Humanity of South Hampton Roads
BUSINESS ADDRESS: 900 Tidewater Drive
BUSINESS CITY: Norfolk
STATE/REGION/PROVINCE: Virginia POSTAL CODE: 23504
COMPANY COUNTRY: USA
E-MAIL ADDRESS: Emily.sanchez@shrhabitat.org
FAX (include country code) (757) 640-0595
PHONE (include country code): (757) 837-0086



REFERRAL CONTRACT FORM

Referral Fee Particulars

In the event Receiving Company closes a property with the referral name connected with a real estate transaction consummated involving the Referred Client (see attachment 1) within one year of the date this Referral Contract is entered into (both parties have signed). Referring Broker/Agent will be entitled to a referral fee*, and Receiving Company agrees to pay said referral fee, in the amount of \$500.00 Cash.

The parties hereby agree that the referral fee shall be fully paid by the Receiving Broker/Agent no later than five (5) business days after the transaction is completed.

**Referral fees may be subject to withholding tax or other forms of taxes in the country in which the transaction takes place. Referring agents should be aware of state, provincial, or local laws in their respective markets with regards to paying referrals.*

Other:

Independent Contractor.

It is understood that this Agreement provides for the rendering of services by Finder as a finder only, as described herein, and does not include the rendering of any other services, including due diligence services. Finder acknowledges that it is an independent contractor and shall not be deemed to be Client's agent for any purposes whatsoever. Finder shall have no right or authority to assume or create any obligation or liability, expressed or implied, for or on behalf of Client, or to otherwise bind Client in any manner whatsoever.

Hold Harmless.

If Finder shall become entitled to a Finder's Fee under this Agreement, Finder hereby agrees to indemnify, protect, defend and hold harmless Client and its affiliates from and against any and all claims, actions, losses, liabilities, damages, liens, costs or expenses (including, without limitation, reasonable attorneys' fees and costs), however described, arising from any claim by any other person or entity for brokerage or finder's fees, commissions, or similar compensation in connection with any Business Transaction involving a Prospective Investor discovered by Finder.

Confidentiality.

Finder agrees to:

- (i) Hold all confidential, non-public information received from Client or its affiliates, or their respective representatives, strictly confidential,
- (ii) Use or release such information only in the performance of this Agreement, and not use or release or permit the use or release of any of such information for any other purposes, and



(iii) Return to Client all such information in whatever format (and all copies thereof) at the conclusion of this engagement.

Note: This property must be for personal use only and cannot be utilized for investment

Term

This contract will expire on _____ (date). If both parties want to cooperate after the expiration date, they will have to execute a new referral contract. This referral contract form must be submitted with the "Habitat for Humanity Homebuyer Application" which can be found on our website: www.shrhhabitat.org

Signatures

Authorized Referral Broker/Agent

Date

Authorized Receiving Company HHR/Habitat

Date



REFERRAL CONTRACT FORM

Attachment 1

CLIENT WORKSHEET

Client Referred

NAME: _____

ADDRESS: _____

CITY: _____

STATE/REGION/PROVINCE: _____ POSTAL CODE: _____

E-MAIL ADDRESS: _____

FAX (include country code): _____

PHONE (include country code): _____

Client Particulars

Referring Broker/Agent Prior Experience with this Client:

Yearly Household income (For everyone in Household):

Comments: