



PROPERTY MANAGEMENT REFERRAL AGREEMENT

_____, (“Referring Firm”), by and through its individual Broker _____ (“Referring Broker”), and WPI Real Estate Services, Inc. (“WPI”), agree as follows:

1. **Intent.** Referring Broker works primarily in the business of real estate sales and is referring a prospective client (“Prospect”) to WPI for use of its property management services at the referred property listed (“Referred Property”) below.

2. **Prospect.** If Prospect retains WPI for its property management services at the Referred Property, WPI shall pay Referring Broker a Referral Fee. Prospect is identified below:

Prospect Name: _____

Phone: _____

E-mail: _____

Referred Property Address: _____

3. **Referral Fee:** \$500, payable to Referring Broker upon receipt of leasing commission or after 3 months of management fee is collected, whichever is sooner.

4. **Disbursement Method.** Referral Fee shall be made payable to and mailed to the Referring Firm at the firm’s address identified below.

Address of Referring Firm:

5. **Non-Compete.** If Prospect expresses an interest in listing or selling the Referred Property, WPI will notify the Referring Broker and refer the Prospect back to the Referring Broker. WPI’s affiliate Brokers will not interfere with the Referring Broker’s efforts to secure the listing of the Referred Property, nor will WPI’s affiliate Brokers list the Referred Property for sale or accept a listing referral fee while it is under the ownership or control of Prospect without having the express permission of Referring Broker to do so.

Signature: _____ Date: _____

Print: _____

E-mail: _____

Cell Phone: _____

Office Use Section

___ Upload signed referral agreement with exhibit A in AppFolio under “property”.

___ Add Referring Broker in referral list group in AppFolio for disbursement.

___ Enter Referring Broker’s contact information and date of referral in AppFolio “note section.”

___ Add tag “Referral by outside broker.”