



**METRO REFERRAL ASSOCIATES INC.**

14501 George Carter Way Chantilly, VA. 20151 (703) 877-7839, (800) 781-4860, fax (703) 961-8284  
Email: Metro.referrals@metroreferrals.com Web: www.metroreferrals.com

**Customer/Client Referral Form**  
(Metro Referral Associates Inc. TAX ID# 54-1185624)

**DATE:** \_\_\_\_\_

**Metro Referral Agent**

Name \_\_\_\_\_

Phone \_\_\_\_\_

Phone \_\_\_\_\_

Email \_\_\_\_\_

**BUYER OR SELLER** (check one or both)

**Required Info**

Name \_\_\_\_\_

Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Home Phone \_\_\_\_\_

Office Phone \_\_\_\_\_

Cell Phone \_\_\_\_\_

Email \_\_\_\_\_

Best # and Time To Contact \_\_\_\_\_

**Receiving Agent/Broker**

Co. Name \_\_\_\_\_

Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Phone \_\_\_\_\_

Email \_\_\_\_\_

Receiving Agent \_\_\_\_\_

**ACCEPTANCE**

**REFERRAL FEE WILL BE \_\_\_\_\_ % OF THE GROSS COMMISSION ON THE REFERRED SIDE**

Referring Metro Agent \_\_\_\_\_ Date \_\_\_\_\_ Receiving Agent \_\_\_\_\_ Date \_\_\_\_\_

**If Selling:** Property Address, if not the same as above \_\_\_\_\_

Is the property a short sale? **Y or N**      Is the property vacant? **Y or N**

**If Buying:** Preferred Location(s) \_\_\_\_\_ Price Range \_\_\_\_\_

Is client pre-approved? **Y or N**    # of bedrooms? \_\_\_\_\_ bathrooms? \_\_\_\_\_

When would they like to purchase? \_\_\_\_\_ Type of residence? Condo/ Townhouse/ Single Fam./New Home/ Land

Other Amenities? (ex: garage, finished basement, pool, etc.) \_\_\_\_\_

**Other Notes:**