

PROPERTY MANAGEMENT REFERRALS

All referred customers (property owners) to the Property Management Department will be returned to the referring Sales Associate if they are going to be selling that property or buying another. This protection of a customer extends also to those Agents of other Real Estate Firms that refer to our Property Management Department. When a customer is returned there is **NO referral fee** paid to the Property Management Department.

Sales Associates will fill out Property Management referral paperwork when referring owner/property to aid in the tracking system. The return of the customer to the referring Sales Associate will be tracked by using a three pronged system: 1) referral form, 2) noted on Property Management software, 3) and on file front.

There will be a one time \$50.00 referral fee paid to a Coldwell Banker Sunstar/ Morris Sales Agent for referring an owner/ property to Property Management. This referral fee will be paid after the first month's rent is paid and tenant has occupied the property. No referral fees are paid for referring tenants.

Sales Associate and the Property Management Associates should be encouraged to develop relationships that are beneficial to both of them. The Property Management Associates and Sales Associates may refer to agents of their choice, which best matches the property and the owner. The company encourages all Associates to build a networking and support system with their fellow Associates, and suggests a minimum of 25% be used between Associates.