



# ORLANDO REALTY & PROPERTY MANAGEMENT

## Rental Owner Referral Form

To refer a rental owner to Orlando Realty & Property Management, please review the following information.

**You, the referring agent will receive a referral fee up to 25% of a month's rent when ORPM both locates a tenant and manages the property** -or- the referring agent will receive a referral fee of 10% of a month's rent for a property that ORPM just locates a tenant and owner manages. This referral fee will be mailed no later than 25 days after the beginning of the lease to the broker.

*If the Owner negotiates a reduced commission lower than the ORPM traditional commission, the referral fee will be lowered by that exact amount (i.e. if the monthly fee is reduced from 10% to 9.5% the referral fee will be reduced .5% for 11 months or 5.5%).*

**Whenever the above owner attempts to sell this property in the future, ORPM will give back this owner to the above agent without a referral fee and ORPM will not attempt to sell this property** (ORPM does market to ALL of our clients in an attempt for them to send us additional owners and/or renters. A referral fee will not be paid to above agent if the above owner refers any additional owners and/or renters.).

If the above property is for sale at anytime while ORPM lists this property for rent, the property will be removed from the for sale market once a **qualified tenant** has been located and then during the first 9 months of the lease.

After ORPM has contacted your referral and discussed services with the rental owner, we will contact you the referring agent and inform you whether we are just leasing or leasing and managing the property and the exact referral fee %.

**If you would like to fill out this form online, go to [www.ReferAnOwner.com](http://www.ReferAnOwner.com) and you can submit electronically. Call 407-641-5049 with any questions.**

Date: \_\_\_\_\_ . I, \_\_\_\_\_  
(Agent name)

with \_\_\_\_\_ / \_\_\_\_\_  
(Real Estate Company Name) (Agent contact info)

am referring \_\_\_\_\_  
(Name of Owner)

owner of: \_\_\_\_\_  
(Complete Address of Property)

contact info: \_\_\_\_\_  
(Phone number) (Email address)

Brokerage name: \_\_\_\_\_  
The referral fee will be made payable to the Broker as per Florida law. The Broker's name (i.e. "Keller Williams").

This check should be sent to: \_\_\_\_\_  
(Address of Brokerage)

Sign: \_\_\_\_\_  
(Referring agent) (ORPM Agent)

**SCAN & EMAIL -OR- FAX THIS FORM TO: 407-429-3857**