



**Real Estate Broker's Referral Registration Form**

Registration Date: \_\_\_\_\_

**This referral form must be completed for every client that is referred to Mark Payne Homes.**

**Buyer Information:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone number: \_\_\_\_\_

**Realtor Information:**

Realtor Name: \_\_\_\_\_ Agency: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone number: \_\_\_\_\_

Home Price: \$ \_\_\_\_\_

Commission: \_\_\_\_\_ %

**Referral Registration:**

1. You must be a licensed Real Estate agent and/or Broker in the State of Texas.
2. You must accompany the buyer in person to the builder's sales office/ model home on the first visit.
3. Realtor is to call Jamie Pruitt at Mark Payne Homes to schedule an initial visit at:  
Office: 432-520-0000/ Cell- 432-631-9065/ Fax: 432-689-4448
4. Mark Payne Homes will not register or pay a referral fee to a Realtor or agency for clients that make contact with our office before any Realtor contact is made with Mark Payne Homes.

5. Realtor will receive a copy of this referral form at the time of registration.
6. Referred client must sign contracts with Mark Payne Homes within six months of the Agreement date in order for a commission to be paid.
7. Mark Payne Homes shall keep Realtor informed as to the status of the working relationship between buyer and builder at all times.
8. Realtor shall keep Mark Payne Homes informed as to the status of the working relationship between buyer and Realtor at all times.
9. In the event buyer is referred to Mark Payne Homes by two or more different Realtors, builder will pay Realtor designated by buyer at time contract is signed. In no event will split fees be paid by the builder.
10. Commission will not be paid on any home sale that does not meet the above requirements.
11. All commission payments will take place at closing.
12. No commissions to be paid on upgrades or changes.

The above has been reviewed and accepted as the agreed upon terms.

BY: \_\_\_\_\_  
Realtor/ Salesperson

Date: \_\_\_\_\_

BY: \_\_\_\_\_  
Mark Payne Homes

Date: \_\_\_\_\_