



Prudential

Sandia Property Management

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AGENT REFERRAL FORM

We pay licensed agents for referrals of landlords, investors and tenants. When a landlord/investor signs a one-year management contract with us, you will receive a \$100 referral fee per property! When a tenant signs a one-year rental agreement with us, you will receive a \$50.00 referral fee!

This brokerage referral fee is only available to licensed agents and, in accordance with New Mexico State law, fees will be paid to your qualifying broker for disbursement to you.

Please complete all requested information. We want you to receive your referral fee as quickly as possible. Please complete a form for each referral. To refer multiple persons, you must complete a separate form for each person.

Referrals are handled on a first come, first served basis. If more than one referral is received for the same landlord/tenant from different licensed agents, the first referral received takes precedence. All referral forms will be date and time stamped upon receipt. Referrals are kept on file for six-months. If no agreement is signed during that period, the referral is purged from our files.

Date:			
Last Name		First Name:	
Spouse Last Name:		Spouse First Name:	
Phone Number		Email Address:	
Being referred as:	Landlord	Investor	Tenant
Referring Agent:			
Agent Email Address:		Phone Number:	
Brokerage Firm:			
Qualifying Broker:			
Brokerage Address:			

Print legibly. Fax, email or mail the completed form.

THANK YOU FOR YOUR REFERRAL!

Internal use only • Do not write below this line

Date/Time Received: _____ Initials: _____

Date contract signed: _____

Address of Property: _____