



HARRISON & LEAR, INC., REALTORS®

Rental Referral Program Guidelines

February 15, 2011

Harrison & Lear Inc. provides you a benefit for the referral of investment properties by licensed real estate professionals in the State of Virginia. Those licensed professionals who refer, show and have a client rent also will be compensated.

Our referral fee structure is as follows:

1. Referral of a **NEW** Property who's owner signs a management agreement:

\$100.00

*Any agent **who refers** a property to Harrison & Lear Inc., and a management agreement is executed, our office will forward to your respective Broker the stated fee by the 15th of the following month in which the contract was signed. (Ex. Contract Signed December 12, 2010; Check will be cut on January 15, 2011)*

2. Referral of a **NEW** tenant who is approved and signs a lease agreement:

\$100.00

*Any agents **who show** a property managed by Harrison & Lear will be required to fill out the REIN Rental Showing Form and return to our office with the prospective tenant application. Referral Fees are **ONLY** paid if a prospective tenant is approved and moves into the unit. Our office will forward to your respective Broker the stated fee by the 15th of the following month in which the tenant physically moves into the property. (Ex. Tenant Moves in December 2, 2010, Check will be cut on January 15, 2011)*

A copy of the **Rental Showing Form** is provided with this information.

If you have questions regarding our policy and procedure please feel free to contact our office at 757-825-9200 or email rentals@harrison-lear.com

Property Management Division of Harrison & Lear Inc.

"Your Property Management Specialist"

2310 Tower Place, Suite 105

Hampton, VA 23666

(757) 825-9200

(757) 838-2574 Fax

Rental Showing Form



Rental Property & Listing Agent Information:

Rental Property Address: _____ MLS #: _____

Date Property Shown: _____

Rental Listing Agent _____ ID#: _____

Listing Firm _____

Listing Office Address _____

Listing Office Phone number _____

Listing Agent Cell Phone number _____

Email _____

Finder's Fee amount stated in rental listing: _____ % of _____ OR \$ _____

Showing Agent Information:

Agent Name _____ ID#: _____

Firm _____ ID#: _____

Office Address _____

Office Phone number _____

Agent Cell Phone number _____

Email _____

Applicant / Prospective Tenant Name(s): _____

Showing Agent Signature: _____ Date: _____

Prospective Tenant Signature: _____ Date: _____

Prospective Tenant Signature: _____ Date: _____