



### Outgoing/External Referrals & Skyslope (Referring to an out of town/state brokerage)

- Just like any transaction, referral details are entered into SkySlope.
- Just like any transaction, referrals are subject to a transaction fee.
- The Transaction Fee is 10% of the referral commission with a minimum fee of \$150
- Referral commissions are typically 25% with a 12 month expiration.
- Send a signed W9 to the outside brokerage with the referral agreement (Your office applicable W9 can be found in Skyslope – Working Docs – Office Docs)
- Ask that the external brokerage include a copy of the executed SS/HUD with the commission check
- *Realty ONE Group Music City* OR *Realty ONE Group Music City – Nashville* TAX ID and FIRM LICENSE NUMBER are found on the agent roster. Please use data applicable office.

Unless you have the details of the purchase, please use the following:

- Use property name: REFERRAL (clients name)
- Use 250,000 as the sales price
- Use 2500 as the flat fee commission amount
- Use closing date 12/31/xx (use your current year)

#### Required Documents:

1. Executed referral agreement signed & dated by both agents & both brokers
2. Executed Settlement Statement/HUD from the closing if available.
3. Copy of Commission check (Operations Manager will upload here once received)
4. Other Documents, as applicable.

Example:

#### REFERRAL AGREEMENT

- 1 1. **COMPANY REFERRING THE BUYER OR SELLER:**  
2 A. Name of Company referring the Buyer or Seller:   
3 ("Referring Company")  
4 B. Company Address:   
5 C. Company Phone Number:  Company Fax Number:   
6 D. Company Real Estate License or Firm #:   
7 E. Company Federal ID # (for tax purposes):   
8 (A W9 will be provided or is attached.)
4. **REFERRAL FEE:**  
In consideration of the referral of Prospect, the Receiving Company agrees to pay the Referring Company at closing a fixed sum of \$  or  % of the compensation paid to the Receiving Company as a percentage of the Purchase Price, a flat fee, or combination thereof (i.e., real estate commission) including bonuses, if any, which shall only be paid for the Buyer's side and/or Seller's side actually referred ("Referral Fee") pursuant to Section 3 above. Referral Fee will be paid to the Company referring the Buyer or Seller within seven (7) calendar days of receipt of compensation with a copy of a fully executed settlement statement.
5. **EXPIRATION DATE:**  
This Agreement begins on the last date signed below, and expires on  at 11:59 p.m.,  time zone. This Agreement will automatically extend through the term of any agency agreement entered into with the referred Buyer or Seller, or if negotiations have begun, through any closing date(s).

**CONTACT INFORMATION OF PARTY BEING REFERRED  
TO BE PROVIDED UPON ACCEPTANCE BY RECEIVING FIRM**

71 Name:

72 Current Address:

73 Home Phone:  Work Phone:

74 Cell Phone:  Email Address:

75 Remarks/Best Time to Call:

76

77

78 Other Terms / Relocation Company Info: **Please ensure that a copy of the executed settlement statement or HUD be**

79 **mailed to Realty ONE Music City along with the commission check.**

**ENTERING REFERRALS INTO SKYSLOPE**

In SkySlope click into Transactions

The dashboard shows the following statistics:

- Active: 18
- Pending: 18
- Closed This Month: 9

Navigation icons include:

- Incomplete Checklist
- Documents to Review
- Manage Transactions
- Manage Listings
- Canceled Contracts
- Access Archives
- Tasks & Reminders
- Working Documents
- DIGI SIGN (Digital Signature)

Click on **GREEN** button **Create Transaction**

Manage Transactions

[Create Transaction](#)

SEARCH      Default

Property Address	Status	Agent	Office	Incomplete Items	Closing Date	Stage	
1050 Singing Springs Rd, Mount Juliet, TN 37122	Incomplete	Walker, Todd	Music City	11	02/07/2019	Checked	
1013 Granbery Park Drive, Brentwood, TN 37027	Pending	Mohr Admin, Monte	Music City	3	02/04/2019	Checked	
4043 Cambridge St Franklin, TN 37064	Pending	Carter, Maria	Music City	2	02/28/2019	Checked	

Do Not type anything for address just click on the "x" in the top right-hand corner

The search modal is titled "Search for Address" and contains a text input field labeled "ADDRESS". A close button (X) is located in the top right corner of the modal.

# CHECKLIST Type

## Choose REFERRAL

The screenshot shows the 'TRANSACTION' form in the SkySlope application. The 'CHECKLIST TYPE' dropdown menu is open, displaying a list of options: 'Select', 'Lot-Land Purchase', 'New Commercial Sale', 'Referrals', 'Residential New Home', and 'Residential/Quikrete T/L Trade'. The 'Referrals' option is highlighted. Other fields on the form include 'AGENT' (Abbott Admin Dena), 'MLS#', 'STREET NO.', 'DIR', 'UNIT #', 'ZIP CODE', 'CITY', 'CO-BUYER AGENT', 'SALE PRICE', 'SOURCE', 'OFFICE LEAD?', 'FILE ID', 'CLOSING DATE', 'YEAR BUILT', 'ESCROW NUMBER', 'APN', and 'ACCEPTANCE DATE'. The 'Cancel' and 'Next' buttons are visible at the bottom right.

### Transaction Tab

Fill in all \*required fields by using the sample fields below. For the street name use REFERRAL and your clients last name. When complete click "SAVE." If you acquire updated information prior to closing, please update the SkySlope file with the correct information.

The screenshot shows the 'TRANSACTION' form with the following sample data filled in:

- AGENT: Arnold Harrison
- MLS#: 11111111
- STREET NO.: 11
- DIR: Select
- UNIT #:
- ZIP CODE: 11111
- CITY: Orlando
- CO-BUYER AGENT:
- SALE PRICE: \$2,500,000.00
- SOURCE: Personal Referral
- OFFICE LEAD?: No
- FILE ID:
- CLOSING DATE: 01/04/2020
- CHECKLIST TYPE: Referrals
- STREET NAME: Referral
- STATE: FL
- COUNTY:
- TYPE: Sale
- YEAR BUILT: 1111
- ESCROW NUMBER:
- APN:
- ACCEPTANCE DATE: 01/18/2019

The 'Cancel' and 'Next' buttons are visible at the bottom right.

## SELLER / LANDLORD Tab

Fill in all \*required fields by using the sample fields below. When complete click "SAVE." If you acquire updated information prior to closing, please update the SkySlope file with the correct information.

YEAR BUILT	TYPE	CHECKLIST TYPE
1111	Sale	Referrals

Cancel Next

**SELLER / LANDLORD** \*

PURCHASER / TENANT \*

TITLE / ESCROW / ATTORNEY \*

AGENT REPRESENTING OTHER SIDE \*

LENDER

HOME WARRANTY

MISC. CONTACT

Search Contacts

Save

Or Enter New Contact

SELLER IS A TRUST, COMPANY, OR OTHER ENTITY

SELLER'S FIRST NAME \*  
Don't

SELLER'S LAST NAME \*  
Knowl

COMPANY NAME

E-MAIL

[COPY PROPERTY ADDRESS TO SELLER'S ADDRESS](#)

STREET NUMBER

STREET NAME

ZIP CODE

CITY

STATE

FAX

PHONE

ALTERNATE PHONE

NOTES

## PURCHASER / TENANT Tab

Fill in all \*required fields by using the sample fields below. When complete click "SAVE." If you acquire updated information prior to closing, please update the SkySlope file with the correct information.

Cancel Next

SELLER / LANDLORD ✓

**PURCHASER / TENANT** ✓

TITLE / ESCROW / ATTORNEY \*

AGENT REPRESENTING OTHER SIDE \*

LENDER

HOME WARRANTY

MISC. CONTACT

Search Contacts

Edit

Or Enter New Contact

BUYER IS A TRUST, COMPANY, OR OTHER ENTITY

BUYER'S FIRST NAME \*  
Tatiana

BUYER'S LAST NAME \*  
Franco

COMPANY NAME

E-MAIL

STREET NUMBER

STREET NAME

ZIP CODE

CITY

STATE

FAX

PHONE \*  
111-111-1111

ALTERNATE PHONE

NOTES

## TITLE / ESCROW / ATTORNEY

Fill in all \*required fields by using the sample fields below. When complete click "SAVE." If you acquire updated information prior to closing, please update the SkySlope file with the correct information. you will go back and put the correct information into the fields.

**PURCHASER / TENANT** ✓

**TITLE / ESCROW / ATTORNEY** \*

AGENT REPRESENTING OTHER SIDE \*

LENDER

HOME WARRANTY

MISC. CONTACT

If this property does not have a Title Company, fill out either Escrow or Attorney below.

Search Contacts

Save

Or Enter New Contact

CLOSING OFFICER FIRST NAME \*

CLOSING OFFICER LAST NAME \*

STREET NUMBER

STREET NAME

ZIP CODE

CITY

STATE

FAX

PHONE \*

ALTERNATE PHONE

TITLE COMPANY \*

E-MAIL \*

NOTES

Save

## AGENT REPRESENTING OTHER SIDE TAB

Fill in all \*required fields by using the sample fields below. When complete click "SAVE." If you acquire updated information prior to closing, please update the SkySlope file with the correct information. you will go back and put the correct information into the fields.

Cancel Next

**SELLER / LANDLORD** ✓

**PURCHASER / TENANT** ✓

**TITLE / ESCROW / ATTORNEY** ✓

**AGENT REPRESENTING OTHER SIDE** \*

LENDER

HOME WARRANTY

MISC. CONTACT

Search Contacts or Co-Agents / Co-Brokers

Save

Or Enter New Contact

AGENT FIRST NAME \*

AGENT LAST NAME \*

STREET NUMBER

STREET NAME

ZIP CODE

CITY

STATE

FAX

PHONE \*

ALTERNATE PHONE

CO BROKER COMPANY \*

E-MAIL

BROKER TAX ID #

NOTES

## COMMISSION TAB

Fill in all \*required fields by using the sample fields below. Use an estimated FLAT FEE for the commission amount. If you acquire updated information prior to closing, please update the SkySlope file with the correct information.

When complete click SUBMIT button

Commission Info Cancel

<p><b>SALE PRICE *</b></p> <input style="width: 90%;" type="text" value="\$250,000.00"/> <p><b>LISTING COMMISSION</b></p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;"><input style="background-color: #f0f0f0;" type="text" value="%"/></td> <td style="width: 5%; text-align: center;">\$</td> <td style="width: 65%;"><input style="width: 95%;" type="text"/></td> </tr> </table> <p><b>SALE COMMISSION *</b></p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;"><input style="background-color: #f0f0f0;" type="text" value="%"/></td> <td style="width: 5%; text-align: center;">\$</td> <td style="width: 65%;"><input style="width: 95%;" type="text" value="\$2,125.00"/></td> </tr> </table> <p><b>REFERRAL AMOUNT</b></p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;"><input style="width: 95%;" type="text" value="\$2,125.00"/></td> <td style="width: 5%; text-align: center;">%</td> <td style="width: 65%;"><input style="background-color: #f0f0f0;" type="text"/></td> </tr> </table> <p><b>REFERRAL AGENT</b></p> <input style="width: 95%;" type="text"/> <input type="button" value="Add"/> <p><b>W9 FORM (PDF ONLY)</b></p> <input type="button" value="Choose File"/> <input type="button" value="Upload"/> <p><b>ADDITIONAL COMMISSION BREAKDOWN DETAILS</b></p> <div style="border: 1px solid #ccc; padding: 5px; font-size: 0.8em;">             25% Referral (\$250,000. x 3% = \$7500.00 x 25% = \$1875.00 + \$250 Transaction fee = \$2,125.00 Total Commission DUE Agent will receive \$1,875.00 and ROG Music City will receive \$250         </div>	<input style="background-color: #f0f0f0;" type="text" value="%"/>	\$	<input style="width: 95%;" type="text"/>	<input style="background-color: #f0f0f0;" type="text" value="%"/>	\$	<input style="width: 95%;" type="text" value="\$2,125.00"/>	<input style="width: 95%;" type="text" value="\$2,125.00"/>	%	<input style="background-color: #f0f0f0;" type="text"/>	<p><b>PERSONAL DEAL</b></p> <p><input type="radio"/> YES <input checked="" type="radio"/> NO</p> <p><b>OFFICE GROSS COMMISSION ON SALE</b></p> <input style="width: 95%;" type="text" value="\$2,125.00"/> <p><b>COMPANY</b></p> <input style="width: 95%;" type="text"/> <p><b>TC FEE/ADMIN BROKERAGE COMMISSION</b></p> <input style="width: 95%;" type="text" value="\$0.00"/>
<input style="background-color: #f0f0f0;" type="text" value="%"/>	\$	<input style="width: 95%;" type="text"/>								
<input style="background-color: #f0f0f0;" type="text" value="%"/>	\$	<input style="width: 95%;" type="text" value="\$2,125.00"/>								
<input style="width: 95%;" type="text" value="\$2,125.00"/>	%	<input style="background-color: #f0f0f0;" type="text"/>								

## CHECKLIST TAB

Upload your executed Referral Agreement and any other applicable documents into the Checklist.

Sales Documentation

	Documentation	Status	Docs	Comments	
1.	Signed Referral Agreement	Required		<input style="width: 95%;" type="text"/>	<input type="button" value="Attach"/>
2.	Copy of Commission Check	If Applicable		<input style="width: 95%;" type="text"/>	<input type="button" value="Attach"/>
3.	Other Documents	Completed		<input style="width: 95%;" type="text"/>	<input type="button" value="Attach"/>