



POTENTIAL CLIENT REFERRAL FORM for REALTORS

Referral Process: This Potential Client Referral Form (PCRF) is used in lieu of the OREA Form 320 and is to be submitted when the Client is first introduced to Collier Homes by the Realtor. In the event a Client directly contacts or visits Collier Homes before a PCRF is completed, Collier Homes will accept a PCRF received within 48 hours of the contact. Completed PCRFs can be submitted in person at the Model Home Presentation Centre or emailed to the Collier Homes Sales Representative the Realtor is working with.

Referral Amount: This referral is valid for 60 days from the date of acceptance by Collier Homes. Collier Homes agrees to pay a 2% commission, calculated based on the pre-tax purchase price of both the home and the lot.

Invoice Submission: The referral payment will be made after the completion of the transaction and upon receipt of a PDF invoice from the Real Estate Brokerage, [emailed to sales@collierhomes.ca](mailto:sales@collierhomes.ca). If the transaction is not completed on or before the closing date, the Realtor is considered not to have provided services, and no referral payment will be due or payable to the Realtor or Real Estate Brokerage.

CLIENT and REALTOR INFORMATION

Client's Name: _____

Client's Name: _____

Client's Address: _____

Client's Phone: _____

Client's Email: _____

Realtor's Name: _____

Real Estate Brokerage: _____

Brokerage Address: _____

Realtor's Phone: _____

Realtor's Email: _____

SIGNATURES

Client Signature _____ Date _____

Client Signature _____ Date _____

Realtor Signature _____ Date _____

Collier Homes Signature _____ Date _____