



REFERRAL CONTRACT FORM

Referring (Source) Broker/Agent

Name:
Comapny: Red Door Real Estate of WNY
Address:
Phone:
Fax:
Email:

Receiving Broker/Agent

Name:
Comapny:
Address:
Phone:
Fax:
Email:

Referral Fee Terms

In the event the Receiving Broker/Agent receives a commission for services rendered in real estate transaction consummated involving the referred client, Referring Agent/Broker will be entitled to a referral fee of_% of the Receiving Agent/Brokers commission. Commission referrals are payable upon successful closing and should be made payable to Red Door Real Estate WNY.

Client Referred

Name:
Address:
Phone:
Email:
Buyer/Seller: Seller
Prequalified/Cash:
Owner/Investor:



OFFICIAL NOTICE OF PROPERTY SHOWING

Date: _____

Time: _____

If you are not home we will be entering the apartments with a key. Thanks in advance for your cooperation!! Any questions please call

_____ @ _____



NOTICE OF TENANT TO ENTER RENTAL UNIT

To (Tenant) _____, residing at Address) _____.

THIS is to inform you that on _____, at approximately _____ AM/PM, the landlord, or the landlord 's agent , will enter the premises for the following reason.

- To make necessary or agreed repairs, decorations, alterations or improvements.
- To supply necessary or agreed services.
- To make initial inspection (Civil Code Section 1950.5[f] for which 48 hour notice of entry will be given to Tenant's
- To show the rental unit to prospective or actual purchasers, mortgagees or residents.
- To show the rental unit to prospective or actual workmen or contractors.
- Pursuant to court order.
- To inspect, test, repair or maintain smoke or carbon monoxide detectors.
- To inspect waterbed or liquid-filled furniture.
- Other _____.



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AUTUMN MAINTENANCE TIPS



- Use a screwdriver to probe the wood trim around windows, doors, railings and decks. Use caulk to fill the holes or completely replace the wood.
- Lower humidity and cooler (not yet cold) temperatures make fall a good time to paint the exterior of your home.
- To prevent exterior water pipes from bursting when the weather gets below freezing, turn off the valves to the exterior hose bibs. Run the water until the pipes are empty. Make sure all the water is drained from the pipes, if not; the water can freeze up and damage the pipes.
- Wrap water pipes that run along exterior walls with heating tape. It will save energy and prevent them from freezing.
- If you use a hot water system for heating, drain the expansion tank, check the water pressure, and bleed your radiators.
- Check your windows and doors inside and out for leaks and drafts. Caulk cracks or install weather stripping around windows and doors, including the garage door. Replace screens with storm windows and clean them if needed
- Have your wood-burning fireplace inspected, cleaned and repaired to prevent chimney fires and carbon monoxide poisoning



OPENING DOORS ALL OVER BUFFALO

Sellers Estimated Net Equity

This is only a Guide based on Selling Price

Property Address _____ Date _____

Owner(s) _____

Expenses

- Mortgage Balance \$ _____
- Discharge of Mortgage \$ _____
- Search (approximate) \$ _____
- Survey(approximate) \$ _____
- Transfer Tax \$ _____
- Brokerage Fee (____%) \$ _____
- Sellers Loan Fee \$ _____
 - (____% of Mortgage- Points)
- Septic/Sewer, Water/Well, \$ _____
 - Sump Pump inspections
- Miscellaneous \$ _____

TOTAL EXPENSES & MTGS \$ _____

SELLERS NET EQUITY

- \$9.00 per thousand of sale price in Erie County / \$4.00 per thousand if 1) outside Erie County 2) 62 years of age or older and lived in property more than 1 year and is a 1 or 2 family dwelling.
- If applicable
- In some cases it is necessary for the seller to pay for a survey certification of \$50.00 and Life Insurance. The latter is a Premium dependent on the coverage required.

PREPARED BY _____

The above information is an Estimate based on existing market conditions, which are subject to change. This, is however, a good faith estimate made with the realization that the owner will rely on the same.



Report For Sale



ML# _____ Please attach copy of ML printout and Contract of Sale

Property Address: _____

City/State/Zip _____

Sale Date: _____

Closing Date: _____

Sale Price: _____

Commission: _____

Seller's Concessions: _____

Signed Agreement: _____ (attach a copy)

Commitment Date: _____

Funding Company: _____

Contact: _____ Phone: _____ E-Mail: _____

1 Deposit Amount: _____

Date Received: _____

2 Deposit Amount: _____

Date Received: _____

Seller		Purchaser	
Name: _____	_____	Name: _____	_____
Address: _____	_____	Address: _____	_____
City/St/Zip: _____	_____	City/St/Zip: _____	_____
Phone: _____	_____	Phone: _____	_____
E-Mail: _____	_____	E-Mail: _____	_____
Attorney for Seller		Attorney for Purchaser	
Name: _____	_____	Name: _____	_____
Address: _____	_____	Address: _____	_____
City/St/Zip: _____	_____	City/St/Zip: _____	_____
Phone: _____	_____	Phone: _____	_____
E-Mail: _____	_____	E-Mail: _____	_____
Agent Information			
Listing Agent: _____	Company: _____	E-Mail: _____	
Address: _____	Phone: _____	Fax: _____	
Selling Agent: _____	Company: _____	E-Mail: _____	
Address: _____	Phone: _____	Fax: _____	



Referral/Warranty/Lifetime Homecare Maintenance Information

Referral ? _____

Referral Fee _____

Referring Company: _____

Commission Tabulation

Sale Price Commission Based on : _____

Listing Split: _____

Sale Split: _____

List or sale split x sale price = _____

Red Door Real Estate WNY fee = _____

Agent Level = _____

Agent Net = _____

I have reviewed the Report of Sale and approve.

Manager's initials

Date

Notes: