

How to submit an Outgoing Referral

ALL Outgoing referrals are required to be processed through Relocation. Even if you have already selected another agent on your own, we still have to send a referral agreement and process the referral.

To send your Outgoing referral to the Relocation Department:

1. Login to eRelo (www.erelocation.net)
2. Click on SUBMIT A REFERRAL (on the blue bar at the top of the screen)
3. Under "This is" dropdown, select OUTGOING BROKER TO BROKER
4. Complete all required fields on form and click submit. This will immediately notify Relocation Staff that a new Outgoing referral has been added.

Tips:

If you have any important information or instructions, please add under add'l comments section at the bottom of the referral prior to submitting.

If you have already selected an agent, please provide the information below in the add'l comments section at the bottom of the referral prior to submitting.

- Requested agents name and contact information (phone and email)
- Requested agents Broker information (Name, address, contact information)

Please note:

Outgoing referral fees are 35% (due to our split with Cartus). If you negotiate a fee LESS than this amount, please include that information along with the required information above in the add'l comments section.

See the form labeled Outgoing Referral Fee Worksheet for more information on how the fees are split for Outgoing referrals.

OGR = Outgoing Generated Referral