



H.T. Brown Real Estate, Inc.

# Outbound Referral Form

Please print clearly

**URGENT**, needs immediate contact!

**Your Info**

Date: \_\_\_\_\_ Name: \_\_\_\_\_ Branch/Sales Office: \_\_\_\_\_

Office#: \_\_\_\_\_ Home#: \_\_\_\_\_ Cell#: \_\_\_\_\_

Email Address: \_\_\_\_\_

Please have Relo call me  **prior** to placing referral:  Please have Assigned Agent call me  **before** contacting Customer:  Please **just** send me  Key Updates:

**Customer Info**

Name: \_\_\_\_\_ Spouse/Partner: \_\_\_\_\_

Home#: \_\_\_\_\_ Office#: \_\_\_\_\_ Cell#: \_\_\_\_\_

Current Address: \_\_\_\_\_ Email \_\_\_\_\_

**Best time to Contact:**  Morning  Afternoon  Evening Employer: \_\_\_\_\_

I have asked the customer's permission to refer them Yes:  No:

Buyer Referral:

**Destination City AND State:** \_\_\_\_\_

Reason for Real Estate Need (2<sup>nd</sup> home, job transfer, family, etc.): \_\_\_\_\_

Price Range (Important): \_\_\_\_\_ Type of Housing Desired: \_\_\_\_\_

#Bed Rooms \_\_\_\_\_ #Baths \_\_\_\_\_ #Garage \_\_\_\_\_ #Children \_\_\_\_\_ Ages \_\_\_\_\_

Date of Move \_\_\_\_\_ House hunting Date: \_\_\_\_\_ School Needs: \_\_\_\_\_

**Present Home:**  
Listed \_\_\_\_\_ Sold: \_\_\_\_\_ Closing Date: \_\_\_\_\_ Rent: \_\_\_\_\_

Listing Referral:  **Is this property currently listed?** Yes:  No:

**Address:** \_\_\_\_\_ **City/State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

Home style(SFH, condo, land, etc.): \_\_\_\_\_ #Bed Rms \_\_\_\_\_ #Baths \_\_\_\_\_

Special Instructions: \_\_\_\_\_

Please remember, the more information we have, the better job we can do for you! Thank you.

**Phone: 410-730-8888 Fax: 410-381-4083**  
**Email: scollins@htbrown.com**