

### Property Management Referral Guidelines

1. To refer a client, please fill out and return the information below to MANAGEMENT@OMNIKEYTEXAS.COM, bring it to our office, or fax to (833) OMNIFAX. Please be sure to include your broker's W9 to expedite.
2. You are eligible for a referral of the first month's management fee (or a minimum of \$100, whichever is greater) once they sign a management contract and pay the first month's management fee. Our referral fee schedule is included below. The more you refer, the more you earn!

Number of Referred Properties in A Calendar Year	One Time Referral Fee for Each Property
Property 1	1 <sup>st</sup> month's management fee (\$100 min)
Property 2	1 <sup>st</sup> month's management fee (\$100 min) + \$10
Property 3	1 <sup>st</sup> month's management fee (\$100 min) + \$20
Property 4	1 <sup>st</sup> month's management fee (\$100 min) + \$30
Property 5	1 <sup>st</sup> month's management fee (\$100 min) + \$40
Property 6	1 <sup>st</sup> month's management fee (\$100 min) + \$50
Property 7	1 <sup>st</sup> month's management fee (\$100 min) + \$60
Property 8	1 <sup>st</sup> month's management fee (\$100 min) + \$70
Properties 9+	1 <sup>st</sup> month's management fee (\$100 min) + \$80 Each

### Referring Agent Information

Agent Name: \_\_\_\_\_ Date Referred: \_\_\_\_\_  
 Broker: \_\_\_\_\_ License Number: \_\_\_\_\_  
 E-Mail: \_\_\_\_\_ Phone No: \_\_\_\_\_

### Referral Information

Name: \_\_\_\_\_  
 E-Mail Address: \_\_\_\_\_  
 Phone No: \_\_\_\_\_

### Below for OmniKey Realty Use Only

Date Received: \_\_\_\_\_ Client Contacted? \_\_\_\_\_  
 Signed? \_\_\_\_\_ Award Date: \_\_\_\_\_