

## Incoming Referrals

eXp will require a referral agreement signed by all agents and all brokers in order to process an incoming referral. Your TC can help obtain signatures, if you request them to do so.

Once there is a fully executed referral agreement, please provide a copy to PHT's Operations Manager (Liz) for processing. If the clients already have a property under contract, please provide this information to Liz as well. She will then complete the following steps:

1. Send a message to the other agent to provide a copy of the fully executed agreement and directions on where to send payment after closing.
2. Start a file in Skyslope so eXp can match the referral check to the file when the check arrives.

In the event the other agent requests a copy of eXp's W9 in order to process the referral, feel free to forward the request to your TC or download from this link:

[https://57f74d7e-631f-45e9-8dec-64b72f7ee766.filesusr.com/ugd/533767\\_034df271685c4a6fa20bad0128844aca.pdf](https://57f74d7e-631f-45e9-8dec-64b72f7ee766.filesusr.com/ugd/533767_034df271685c4a6fa20bad0128844aca.pdf) and send directly.

eXp will disburse commission to the PHT agent when there is a fully executed referral agreement in Skyslope and either the physical check arrives in the mail or a digital copy of the check is sent to Liz and uploaded to Skyslope.

If anything changes or you have questions, please reach out to Liz.