



### Owner / Tenant Referral Form

Advantage Pointe Properties offers a referral fee to any real estate professional licensed in the State of New Mexico. The referral fee is based on the type of referral and is dependent on the leasing of the property of an owner or of a property to a prospective tenant referred to Advantage Pointe Properties by the agent. All referral fees are paid to the Qualifying Broker of the referring agent and in the name of the referring agent. Please refer to the instructions and payment terms on pages 3-5.

Please indicate the type of referral by checking one of the boxes, below, and filling in the appropriate information.

**Owner Referral (Please Print)**

\_\_\_\_\_  
Owner Name(s)

\_\_\_\_\_  
Property Street Address

\_\_\_\_\_  
City

\_\_\_\_\_  
Mailing Address of Owner

\_\_\_\_\_  
City, State and Zip Code

\_\_\_\_\_  
Owner's Phone Number  Cell  Home  Business

\_\_\_\_\_  
Owner's E-mail Address

**Tenant Referral (Please Print)**

\_\_\_\_\_  
Name(s) of Prospective Tenant(s)

\_\_\_\_\_  
Mailing Address

\_\_\_\_\_  
City, State and Zip Code

\_\_\_\_\_  
Phone Number  Cell  Home  Business

\_\_\_\_\_  
E-mail Address



Advantage Pointe Properties  
 P.O. Box 65056  
 Albuquerque, NM 87193



**Agent / Brokerage Information**

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Today's Date

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Referring Agent's Name

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Referring Agent's Phone Number

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Referring Agent's E-mail Address

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Name of Referring Agent's Agency

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Federal Tax Id of Agency

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Name of Agency's Qualifying Broker

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Agency Address

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Agency City, State and Zip Code

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Agency Phone Number

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Agency E-mail Address

By signing below, you warrant, to the best of your knowledge, the information provided above is factual.

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Referring Agent's Signature

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Date

Submit Referral Form To: Advantage Pointe Properties  
 P.O. Box 65056  
 Albuquerque, NM 87193  
 (505) 205-1581  
 (888) 875-8717 (fax)  
[service@box133.com](mailto:service@box133.com)



**Instructions**

Complete the appropriate information, above, and fax, mail or scan/e-mail the first two pages of this form to Advantage Pointe Properties. If e-mailing, please enter “Agent Referral” in the subject line. If faxing, a cover page is not required.

As pages 3 through 5 are for your information only, it is not necessary to include them when submitting this referral form.

**Please make a copy of this document for your records** before submitting it.

**Referral Fee Schedule – Prospective Owner Referral**

A referral fee of 25% of the commission to be earned by Advantage Pointe Properties on the leasing of any property over the term of the initial lease or twelve (12) months, whichever is less, and coming under the management of Advantage Pointe Properties within thirty (30) days of the receipt of this referral form.

No referral fee will apply if the owner is currently or has been, within the previous twelve (12) months, a client of Advantage Pointe Properties.

For vacant properties, the referral fee shall apply to the initial lease of the property and on receipt of the tenant’s first full month’s rent payment. The referral fee is calculated on the gross commission to be earned by Advantage Pointe Properties over the term of the lease agreement or twelve (12) months, whichever is less. (see example, below)

For tenant occupied properties, a flat referral fee is payable in accordance with the following schedule and upon receipt of the first rent payment collected from the tenant by Advantage Pointe Properties.

Monthly Rent	Flat Referral Fee
Up to \$1,000	\$100.00
Over \$1,000	\$150.00

Example of 25% referral fee calculation based on a hypothetical commission rate of 9%:

1) The property leases for 12 months at \$1,200 per month;  
Gross commission to be earned over the term of the lease agreement equals \$1,296; 25% referral fee equals \$324.

2) The property leases for 6 months at \$1,200 per month;  
Gross commission to be earned over the term of the lease agreement equals \$648;



25% referral fee equals \$162.

**Non-Compete Guarantee**

If, at any time, while a management agreement exists between the owner and Advantage Pointe Properties, the owner should make an inquiry regarding the sale of any property owned by the owner, the owner will be referred to the referring agent regardless of that agent’s agency affiliation, unless a contract exists between the owner and the agent’s Qualifying Broker. If the agent is no longer active, i.e., his/her license has lapsed or is suspended, the owner will be referred to the Qualifying Broker of the referring agent.

Should a sales transaction be initiated as a result of an inquiry from a tenant of a property referred by the agent and under the management of Advantage Pointe Properties and said tenant was not referred by the referring agent, Advantage Pointe Properties reserves the right to represent the tenant, at the tenant's request, as the buyer’s broker.

**Referral Fee Schedule – Prospective Tenant Referral**

A referral fee of 10% (\$50 minimum) of the commission to be earned by Advantage Pointe Properties over the initial term of the lease or twelve (12) months, whichever is less, for any property managed by Advantage Pointe Properties and leased to the prospective tenant named herein within forty-five (45) days of the receipt of the referral form.

No referral fee will apply if the prospective tenant is currently or has ever been a tenant of Advantage Pointe Properties or, for any reason, does not qualify for tenancy of any property managed by Advantage Pointe Properties.

The referral fee shall apply on receipt, from the tenant, of the first full month’s rent.

The 10% referral fee is based on the gross commission to be earned by Advantage Pointe Properties over the initial term of the lease, but not to exceed twelve (12) months, or, should the initial lease be for a term of less than twelve (12) months and the tenant renews the lease agreement for a full twelve (12) month period, a full twelve month period at the original monthly rent.

Example of 10% referral fee calculation based on a hypothetical commission rate of 9%:

- 1) The property leases for 12 months at \$1,200 per month;  
Gross commission to be earned over the term of the lease agreement equals \$1,296; 10% referral fee equals \$129.60.
  
- 2) The property leases for 6 months at \$1,200 per month;  
Gross commission to be earned over the term of the lease agreement equals \$648;



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10% referral fee equals \$64.80.

3a) The property leases for \$1,200 per month for 4 months with the right to renew for a full 12 months; Gross commission to be earned over the initial term of the lease agreement equals \$432; 10% referral fee (minimum applied) equals \$50;

3b) If the tenant renews the lease agreement for a full 12 months, the referring agent will receive an additional referral fee of \$79.60, i.e., the difference between the referral fee already paid and the referral fee that would have been paid had the initial lease term been for 12 months.

**Non-Compete Guarantee**

If, at any time, while a lease agreement exists between the tenant and Advantage Pointe Properties, the tenant should make an inquiry regarding the purchase of any property, the tenant will be referred to the referring agent regardless of that agent's agency affiliation, unless a contract exists between the owner and the referring agent's Qualifying Broker. If the agent is no longer active, i.e., his/her license has lapsed or suspended, the tenant will be referred to the Qualifying Broker of the referring agent.

Should a sales transaction be initiated as a result of such an inquiry and the owner was not referred by the referring agent, Advantage Pointe Properties reserves the right to represent the owner, at the request of the owner, as the seller's broker.

**Payment Terms**

Due to the generous nature of the Advantage Pointe Properties referral fee, Advantage Pointe Properties reserves the right to pay referral fees in installments over a period not to exceed six (6) months. A schedule of payments will be provided should Advantage Pointe Properties exercise this right. Any such installments shall not bear interest or additional fees of any kind.

**Thank you for entrusting the care of your client/customer to Advantage Pointe Properties!**

Sincerely,

Richard Small, Qualifying Broker/Owner  
 Advantage Pointe Properties