

Summit Property Management

Referral to Summit Property Management from Salesperson

Date: _____ Salesperson: _____

To Branch: Picton / Blenheim / Nelson / Stoke / Richmond / Motueka From Branch: _____

Property Manager Referred To: _____

Client Name (s): _____

Postal Address: _____

Mobile: _____ Home Phone: _____

Address of Property (ies): _____

Client Circumstances: _____

Salesperson to Complete

- ☐ Original for Salesperson
- ☐ Copy for referred Property Manager
- ☐ Copy for Sales Administrator

Property Manager to Complete

- ☐ Property Listed
- ☐ Property NOT Listed
- ☐ Feedback Given to Salesperson Date: _____
- ☐ Original Scan to Owner Diary under 'Referral' and File attach to Management Authority
- ☐ Copy to Property Management Administrator once this section is completed

**Note: This form is to be used in all cases for introductions and rental valuations*