

Referral Fee Process



1. Referral Fee Agreement (RFA) must be completed and DocuSigned for signature to Eddie Moran at eddiemoran@kw.com and a copy to commissions@kwadvisorseastbay.com.



2. Once DocuSign is completed, please email a copy of the RFA to finance@kwadvisorseastbay.com and commissions@kwadvisorseastbay.com



3. If you are notified of an upcoming closing date, please immediately email finance@kwadvisorseastbay.com and commissions@kwadvisorseastbay.com



4. We will alert you when the check arrives by sending a demand for your approval.



5. Once demand is approved, your payment will be processed.

Please note: The CAR RFA should show the Referring Broker as Keller Williams Advisors, Keller Williams Realty or TCGOB, Inc.