



Phone 716-221-4920

Email estimate@bencoremodeling.com

Web bencoremodeling.com/partners

REFERRING AGENT

Full name

Brokerage / company

Phone

Email

NYS license no. (if applicable)

Date submitted

THE REFERRAL

Client / owner name

Client phone or email

Property address

Project type (painting, flooring, bathroom, kitchen, other)

Timeline (listing date, closing, move-in...)

Scope notes

REFERRAL COMMISSION — TERMS

1. **The commission.** Benco Remodeling LLC ("Benco") pays the referring agent named above **5% of the completed job total** for the referred project described above, if Benco accepts and completes that project.
2. **When it's paid.** Commission is paid within **30 days** after the customer's final payment to Benco has cleared. If the project cancels, or is not paid in full, no commission is owed.
3. **One form per referral.** Commission is owed only on referrals registered by a completed form, submitted before or together with the referral. If the same referral is claimed twice, the first registered form controls.
4. **Taxes.** A completed IRS Form W-9 is required before any payment. Commissions totaling \$600 or more in a calendar year are reported on Form 1099-NEC.
5. **Your obligations.** The agent is responsible for complying with their brokerage's policies and any disclosure obligations to their client. This commission relates to remodeling services only; it is not contingent on, or connected to, any real-estate transaction or settlement service.
6. **Independence.** This form does not make the agent a representative of Benco, and does not authorize anyone to promise scope, schedule, or price on Benco's behalf. Benco may decline any referred project.

Referring agent — signature

Date

Benco Remodeling LLC — signature

Date

OFFICE USE

Form received

Estimate no.

Job completed

Final payment

Commission paid