



My East Bay Agent Leasing

A full service property management company

Tenant Referral Data Form

Dear Agent: Thank you for completing this Tenant Referral Data Form. Although we do not provide compensation to Agents for Tenant referrals, by completing this sheet we will be able to 1) help your client more easily, and 2) assure that your name is attached to your referral in our database. That way, when your tenant is ready to buy, they can be returned to your safe hands.

AGENT INFORMATION				
Name:				
Company:				
Mailing Address:				
Home Phone:		Work Phone:		
Mobile Phone:		Other Phone:		
E-mail:				
TENANT				
Name:				
Home Phone:		Work Phone:		
Mobile Phone:		Other Phone:		
E-mail:				
WHAT KIND OF RENTAL PROPERTY IS YOUR CLIENT LOOKING FOR?				
Number of Bedrooms:		Baths:		Floors:
Approximate size:		Garage:		Year Built:
Lot Size:			Unit Type:	
Swimming Pool:			Other:	
Pets:				
Type and size of pets:				
Price Range:				
OTHER CONSIDERATIONS				
Sometimes we are unable to locate a prospective tenant a home that meets their needs in our inventory. When that happens we often show them homes listed in the Multiple Listing Service (MLS). If your referral wishes to view homes in the MLS do you want them referred back to you for such showings?				
Yes: Please allow me to show my client rental homes available in the MLS.				
No: Please show my client all rental homes available including those in the MLS.				