

**Richard T Kiko Agency Inc.**  
**Auction Buyer Referral Policy**  
Effective August 12, 2024

TERMS OF REFERRAL AGREEMENT between the Richard T Kiko Agency, Inc. ("KIKO") and referring Broker are as follows:

- 1 Referral FEE shall be paid as offered on this document for this specific auction only.  
   % of purchase price or a flat fee of \$                     .
- 2 **This form letter must be received by KIKO at a minimum of 48 hours prior to the time and date of the auction or it will not be valid.**
- 3 Potential BUYER must sign the legible and fully completed referral form or it will not be valid.
- 4 This is a referral fee only; KIKO does not authorize or permit any agency representation to be created between KIKO and the referring Broker.
- 5 **If a potential buyer makes contact with a KIKO Agent regarding the subject property prior to KIKO receiving a fully executed referral form, KIKO will NOT pay a referral fee.**
- 6 Referred Buyer must register as a bidder and be present at auction.
- 7 Referred Buyer must make final accepted bid, sign purchase agreement, and close the transaction to entitle referring agent to referral fee.
- 8 The referring agent is not required to be present at auction.
- 9 **All parties understands that broker fees and commissions are not set by law and are fully negotiable, and may be paid by seller, the buyer, the landlord, the tenant, or a third party, or by sharing or splitting the fees and commissions between brokers.**

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**LETTER OF REFERRAL**  
**RICHARD T KIKO AGENCY INC. REAL ESTATE AUCTION SALE**  
Must be legible and completed in its entirety or will be VOID

DATE & TIME RECEIVED: \_\_\_\_\_

REAL ESTATE COMPANY NAME: \_\_\_\_\_

STREET: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE & ZIP: \_\_\_\_\_ PHONE: \_\_\_\_\_

AGENT'S NAME: \_\_\_\_\_ PHONE: \_\_\_\_\_

REFERRED BUYER NAME: \_\_\_\_\_

STREET: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE & ZIP: \_\_\_\_\_

AUCTION DATE:   9/2/25 Georgetown St. NE Louisville OH 45691  

AUCTION LOCATION: \_\_\_\_\_

\_\_\_\_\_  
Seller's Signature

\_\_\_\_\_  
Potential Purchasers Signature

\_\_\_\_\_  
KIKO Agent's Signature

\_\_\_\_\_  
Referral Agent's Signature

Please fax to (330) 453-1765 or email PDF to: [kiko@kikocompany.com](mailto:kiko@kikocompany.com)

Questions please call Office: (330) 453-9187