



Referring Agent Name: \_\_\_\_\_

Date: \_\_\_\_\_

Relocation Director: Margaret Neubauer [margaret.neubauer@era.com](mailto:margaret.neubauer@era.com)  
 Relocation Coordinator: Celeste Sheeder [relodept@panamacityera.com](mailto:relodept@panamacityera.com)

**RESIDENTIAL RELOCATION ASSISTANCE REQUEST**

**CONFIDENTIAL CLIENT INFORMATION:**

Name:\* \_\_\_\_\_  
 Address:\* \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Telephone:\* Home: \_\_\_\_\_ Office: \_\_\_\_\_ Cell: \_\_\_\_\_  
 Email address: \_\_\_\_\_  
 Best Time to contact:\* \_\_\_\_\_  
 Married: \_\_\_\_\_ Children: \_\_\_\_\_ Ages: \_\_\_\_\_

Any special school requirements? \_\_\_\_\_

Employer: \_\_\_\_\_ Position: \_\_\_\_\_

Occupancy Date?	Homefinding Trip?	
Confidential?	Yes	No
Customer Permission?*	Yes	No
Pre-qualified with ERA Mortgage?*	Yes	No

Instructions for initial contact: \_\_\_\_\_

**PROPERTY INFORMATION for Outgoing Buyers**

Destination City, State, Zip:\* \_\_\_\_\_ Familiar with area? \_\_\_\_\_

Buying:*	Renting:*	Current home listed or already sold?	Price:
Requirements:*	Bedrooms	Baths	SF
Price Range:*	\$ _____ - _____	\$ _____	
Other:*			

Description of present or desired home: \_\_\_\_\_

Do you need to sell to purchase? Yes No

Other Information? \_\_\_\_\_

**PROPERTY INFORMATION for Outgoing Listings**

Address of Property to be listed: \_\_\_\_\_

City:	State:	Zip:		
Occupied by:*	Owner	Tenant	Vacant	
Presently listed:*	Yes	No	Expires:	Listing Co.:
Type:*	SF Detached	SF Attached	Condo	Lot
SF:	# Bedrooms	# Baths	Year Built	

Other Information? \_\_\_\_\_

**Relocation Department Information:**

**Received by:**

Date Received:	Date Placed:
Date Accepted by receiving company:	Date 1st Contact Confirmed: