

Lease/Rental Agreement Procedure

Send the following to Staci Lor for Brokerage Records and Release of Rental Commission

APPLICABLE for LANDLORD and TENANT Representation

1. Executory Rental Listing and any Addendas – Initialed, Signed and dated by Landlord
 - a. Required Broker initials and date on page 7 of 7
2. Executory Lease Agreement and Addendas – Initialed, Signed, and dated by all parties.
 - a. REQUIRED Broker initials and date on page 8 of 8
3. RE Agency Disclosure – Signed and dated by tenants/landlord
4. Residential Lease Owners Property Disclosure Statement – completed and signed by landlord, initialed, signed, and dated by tenants
5. Tenant Advisory – Signed and dated by tenants
6. MLS Listing showing Closed
7. HG Rental/Referral Commission Information – this form is automatically submitted to corporate to let them know that you have a rental commission coming in.
 - a. <http://www.theagentlocker.com/> > <http://www.highgardenforms.com/> >

<http://www.highgardenforms.com/referral-rental-commission-form.php>

Referral / Rental Commission Information Form

[WELCOME](#)
[Transaction Cancellation Form](#)
[Lease / Rental or Referral Commission Form](#)
[Agent Self-Assessment](#)
[Denver](#)
[CDA Form](#)
[Agent Training Checklists](#)
[Form Instructions](#)

Complete this form only for commissions received from:

- an executed RENTAL contract
- a sold REFERRAL that you sent to an agent outside our company

Rental or Referral Commission Information

Save & Return
 Save your progress and complete this form later. (optional)
 Create an account or login

Market *

Agent Name *

Agent Email (where your final pdf copy will be sent) *

Client 1 First and Last Name *

Client 1 Email *

Client 2 First and Last Name

Client 2 Email

Lead Type *

Transaction Type *

TRANSACTION INFORMATION

Contract or Lease Start Date *

Closing or Lease Term Date *

Contract Sales Price or Monthly Rent Amount *

Transaction Street Address *

City *

State *

Zip *