

LEASE COMMISSION REPORT

Long Term (more than 30 days)

DATE: _____ Property Address: _____ City: _____

Leasing Broker: _____

Tenant Broker: _____

Leasing Agent: _____

Tenant Agent: _____

Landlord: _____

Tenant: _____

Address: _____

Address: _____

City: _____ State: _____ Zip: _____

City: _____ State: _____ Zip: _____

NOTE: When CLR represents only Tenant, supply only items with an asterisk below

*TERM OF LEASE: *From: _____ To: _____ *TOTAL LEASE AMOUNT:* \$ _____

TOTAL RESERVATION TO Listing Broker (Check Amount) \$ _____

Date Received

***COMMISSION TO CLR AGENT *** _____ %

\$ (_____) *

COMMISSION TO OUTSIDE AGENT _____ %

\$ (_____)

Attach W9 for company

SECURITY DEPOSIT (Listing Broker)

\$ _____

(Held by owner)

CLEANING FEE

\$ _____

Date Due

OTHER (Pet Deposit)

\$ _____

BALANCE OF RENT / DUE

\$ _____

Date Due

BALANCE TO LANDLORD

\$ _____

\$ _____

Address & W9 needed

TOTAL TO LANDLORD

\$ _____

\$ _____

REFUND TO TENANT FROM LANDLORD \$ _____

Please ensure there are signatures from all parties and include W-9 from all parties receiving proceeds except CLR agents, including Landlord.