



Leasing Inquiry / Referral for CLR Agents

Leasing Inquiry for Clients

Date Submitted to Leasing	
Agent	
Agent's phone	
Clients Name	
Client Phone #	
Client Email Address	
Dates Requested – 1 <sup>st</sup> Choice	
Dates Requested – 2 <sup>nd</sup> Choice	
Number of Persons	
Special Interests:	

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*Internal Office Only:*

Date Leasing Called Client	
Dates Booked:	
Informed Agent – Status Update Date	
Notes:	

Broker Copy please CC: [psplq.CLR-TC@waldorfastoria.com](mailto:psplq.CLR-TC@waldorfastoria.com)

\*\*\*CLR Agent to be paid 10% of Rental Paid Upon Disbursement of Rental\*\*\*