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## **Property Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Rental Price: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Lease Commencement Date: \_\_\_\_\_\_\_\_\_\_\_\_\_**

## **Apartment #:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |
| --- | --- |
| Contact Information | Check List |
|  |  |  |  |  |  |  |
| **Name of Owner\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **Phone # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **Fax #\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **Complete****[ ]** | **Lease Application Complete** | N/A**[ ]** | **Date**\_\_\_\_\_\_\_\_\_\_\_ |
| **Name of Renter\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **Phone # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **Fax #\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **[ ]** | **Credit Check Complete** | **[ ]** | \_\_\_\_\_\_\_\_\_\_\_ |
| **Managing Company\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **Phone # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **Fax #\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **[ ]** | **Offer Tendered to Owner** | **[ ]** | **\_\_\_\_\_\_\_\_\_\_\_\_** |
| **Agent/Broker\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **Phone # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **Fax #\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **[ ]** | **Offer Accepted by Owner** | **[ ]** | **\_\_\_\_\_\_\_\_\_\_\_\_** |
| **Co-Agent /Co-Broker \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **Phone # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **Fax #\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **[ ]** | **Lease Sent Out** | **[ ]** | **\_\_\_\_\_\_\_\_\_\_\_\_** |
| **Company\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **Phone # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **Fax #\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **[ ]** | **Lease Returned** | **[ ]** | **\_\_\_\_\_\_\_\_\_\_\_\_** |
| **Other\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **Phone # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **Fax #\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **[ ]** | **Commission Received** | **[ ]** | **\_\_\_\_\_\_\_\_\_\_\_\_** |
|  | **Phone # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **Fax #\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |  | **Tyger Commission Amount: $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****Other Commission Amount $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |

1. Commission Amount \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2. Commission Amount \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

3. Commission Amount \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

4. Commission Amount \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Listing or Sales \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2. Listing or Sales \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

3. Listing or Sales \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

4. Listing or Sales \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Commission Scale \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2. Commission Scale \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

3. Commission Scale \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

4. Commission Scale \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Name of Agent \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2. Name of Agent \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

3. Name of Agent \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

4. Name of Agent \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_