



Lease Input Form

Agent Name: _____ Property Address: _____

Rental Rate: \$ _____ Security Deposit: \$ _____ Lease Start Date: _____

Represent: Landlord _____ Tenant _____ Listed in FMLS?*: _____

Your Commission (\$ or %): _____

Referral Fee: \$ _____

Apply to Office Invoice: \$ _____

Client for Life¹ (\$100/\$50) \$ _____

CMN²: \$ _____

Other: \$ _____

Referral Details:

Broker Name/Code: _____

Agent Name: _____

Tax ID (Attach W-9): _____

Address: _____

LEASING SERVICES:

All Property Management is required to be processed through Leasing Services. Refer to <https://centermember.com/property-management-at-remax-center> for more details on this program.

Prorated Rent:	\$ _____	Due On: _____
Pet Fee:	\$ _____	Due On: _____
Pet Deposit:	\$ _____	Due On: _____
Reservation Deposit:	\$ _____	Due On: _____
Admin Fee:	\$ _____	Due On: _____
Other: _____:	\$ _____	Due On: _____

Landlord Contact Information:

Name: _____ Email: _____

Phone: _____ Direct Deposit? _____ Mail? (\$3 Fee) _____

Address: _____

Tenant (1) Contact Information:

Name: _____ Email: _____

Phone: _____

Tenant (2) Contact Information:

Name: _____ Email: _____

Phone: _____

Include W-9, Direct Deposit Form Lease, Exhibits, Management Agreement in appFile.
Leasing Services is managed by Lesley Crider. Questions can be sent to her at lesley@rmsteam.com.

*FMLS charges a One-time Fee for Rentals that will be included in your monthly bill.

Monthly Rent	One-time Fee
Up to \$1,499	\$15
\$1,500-\$2,499	\$25
\$2,500-\$4,000	\$50
\$5,000 and over	\$200