



Agent Guidelines for Leasing our Rental Properties and Commission Policy

Agent Guidelines:

- Please contact our office to verify availability and showing instructions.
- Please read the Application Process and Rental Policy before having your Tenant/Client submit an application. This can be found at www.rmsteam.com/prospective-tenants.
- Applications are submitted online at www.rmsteam.com.
- All adults over the age of 18 must submit an application with no exceptions.
- The application fee is \$65.00 per adult.
- The property is accepted in as-is condition.

Commission Policy:

The referral commission for tenant agents is 20% of the first month's rent, provided you personally show the property.

If you choose not to show the property and instead refer the tenant to RMS Team for a self-viewing, a referral commission will be paid as follows:

- \$100 for properties with a rental rate under \$1,500/month
- \$150 for properties with a rental rate of \$1,500/month or more

Commissions are paid at the beginning of the first full month that the tenant leases the property.

Please provide the following information to our office to ensure commission is paid in a timely manner:

Agent Name: _____ Agent Contact #: _____

Agent Email: _____

Name of Applicants: _____

Property Applicant is applying for: _____

Name of Brokerage Company: _____

Brokerage Company Address: _____

Brokerage Tax ID: _____ MLS Office Code: _____ Brokerage License #: _____

I have read and agree to the Agent Guidelines and the Application Process and Rental Policy for RMS Team at RE/MAX Center.

Agent Signature

License Number

***Please return this completed form along with a copy of your broker's W-9 by fax at (678) 804-2556 or email at rms@rmsteam.com ***