

**Agent Guidelines for Leasing our Rental Properties and
Commission Policy**

Agent Guidelines

- To Show one of our available properties, 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.
- Applications may be submitted online. All adults over the age of 18 that are not dependent must submit an application. The application form can be found on our website at www.rmsteam.com.
- The application fee is \$50.00 per adult. This can be paid consecutively with the application online, by requesting a PayPal link, or by cash, money order or certified check.
- The property is accepted in as-is condition.

Commission Policy

The commission amount for properties listed in FMLS and GMLS will be paid as listed on the most recent active rental listing under RMS Team. You must show the property in order to receive the commission listed in FMLS/GMLS. For properties that are NOT in FMLS or MLS, the commission paid is 20% of the First Month's Rent. You must show the property in order to receive the commission. If you choose not to show the property and refer the tenant to RMS Team to show, the referral commission will be \$100 for properties with a rental rate less than \$1500 per month and \$150 for properties leased at a rental rate of \$1500 per 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 in order 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) 804-2443 or email at rms@rmsteam.com*****