Commission Checklist

A $150 Commission will be paid if every item is checked "Yes," verified, and this form has been signed by all required signatories.

Name of New Tenant _____

Address: _____ ***Unit #:*** _____

Managers: _____

Vacant Date	*Move-In Date*	*Total Days Vacant*

	YES	NO
Was the unit leased and occupied within 15 days of move-out?		
Was the full amount owed for the rent and deposit brought to office?		
Was the Lease agreement accurately and completely filled out?		
Were all occupants listed in the lease as indicated in the approval letter?		
Was the Move-in Report accurately and completely filled out?		
Was the lease agreement signed and dated by all adult occupants?		
Were the addenda signed and dated by the head of household?		
Were changes to the lease initialed by the head of household?		
Are the rental, deposit, and pro-rated amounts correct on lease?		
Are the dates for the term of the lease agreement correct?		
Are the number of occupants filled out in section #10 correct?		
If applicable, is the parking space assigned and filled out in section #25?		
Are the lease and all addenda **neat and legible?**		

_____ _____

Manager Signature Date

_____ _____

Accounting Signature Date Date

_____ _____

Scott Williams Signature Date Date