

Above All Property Management
REALTOR® Showing/Referral Commission Form

For Payment send completed form & attachments (MLS & Showing Time (ST) showing confirmation) to:

Rentals@AboveAllPM.com

Office 919-341-9555

Fax 866-253-1309

-How AAPM pays out commission -

Showing Commission:

Full showing commission is paid to the Agent showing the property (confirmed by ST appointment) for a 12 month lease or longer only. Commission for shorter term leases will be prorated. *Please submit this commission sheet with a confirmation from ST that you showed the property to the tenant and the MLS sheet with the commission stated.*

Tenant Referral Commission:

We appreciate you pointing to our website and /or telling tenants about our available rental homes. AAPM will compensate you for your tenant referral with a thank you of 25% of the showing commission stated on the MLS at the time of referral. (Please make sure to complete this form and submit the MLS sheet at time of tenant application)

*****When can I expect my commission check?**

Commission checks are paid and mailed to the brokerage on the 15th & the last day of the month of each month and once tenant has moved into home taking legal occupancy. All money must be posted and cleared our trust accounts. To ensure your commission is paid on this schedule, please submit all forms to our office email address (above) and confirm receipt (phone number listed above) at least 3 business days prior to the payout date. All commission checks are sent via standard USPS to your brokerage. Please confirm with your brokerage first to confirm receipt of your commission, before contacting our office.

*****You have not received your commission check?**

Did you submit the required paperwork completely filled out (3 forms)? If we don't have correct information, we cannot mail out money. AAPM does not track down information or missing forms on the agents showing our rental listings.

Full Rental Address _____

Date Shown _____ Tenant Name: _____

Commission Quoted: _____ Lease term: _____

Agent Name _____

Agent Phone number: _____

Brokerage Name: _____

Brokerage Mailing Address: _____

City: _____ Zip: _____

Agent code: _____ Office code: _____

*****Sorry but we do not: re-issue lost checks, pay for stop payments, pay out commissions to another agent who did not show the home, pay commissions to non-cooperating brokers (those who are not REALTORS®)**

Accounting Office Use Only:

All forms Received/Attached _____ MLS/ST/commission form _____

Date: _____ Check due: _____

Tenant approved: yes/no _____ Move-in Date: _____

Initials: _____

Check number: _____ Date mailed: _____

Initials: _____