



Above All Property Management
REALTOR® Showing/Referral Commission Form

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

Rentals@AboveAllPM.com

Office 919-341-9555

Fax 888-450-6040

-How AAPM pays out commission -

Showing Commission:

Full showing commission is paid to the Agent showing the property (confirmed by CSS 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 CSS that you showed the property to the tenant, the MLS sheet with the commission stated along with your clients application and application fee.*

Tenant Referral Commission:

We appreciate you pointing to our website and /or telling tenants about our available rental homes, and 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 is paid to the brokerage, [generally] the week following the physical move in by the tenant and, after all checks have cleared our trust accounts. Payments are sent via standard USPS. Please wait until you know adequate time has passed to contact our office to check on payment.

You have not received your commission check?

Did you submit the required paperwork completely filled out? If we don't have correct information, we cannot mail out money. It is very difficult to track down information on all the agents showing our rental listings.

Full Rental Address _____

Date Shown _____ Tenant Name: _____

Commission Quoted: _____ Lease term: _____

Agent Name _____

Agent Phone number: _____

Brokerage: _____

Brokerage Address: _____

City: _____ Zip: _____

Agent License: _____ 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®)

Office Use Only:

Forms Rec'd/Attached MLS/CSS/Comm form Date: _____

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

Check number: _____ Date mailed: _____ Initials: _____