SAVVYWAYREALTY
SAVE & CLOSE

LEASE INSTRUCTIONS FOR LANDLORDS/ TENANT'S AGENTS

Dear Landlords and Tenant's Agents,

We are a major Texas wide listing company with over 100 listings, please use these instructions regarding lease properties for our Brokerage.

Rule of Engagement:

1. **The tenant's agent is permitted to negotiate with the Landlord as long as ALL Negotiations be in writing through email with the Landlord. Please avoid any calls or texts on negotiations.** Any deviation of these instruction will be considered a TREC violation.
2. Any questions for the Landlord before an application must be emailed to the Landlord. Call/text the Landlord for the email, it is under the APPMT number on MLS.
3. Make sure to schedule showings with the landlord directly by using APPMT number.

Commission Checks to Tenant's Agent:

1. All Commissions for Tenant's Agent MUST be handled the following way. Any deviation may mean that commission is **FORFEITED** by Tenant's Agent.
   a. Three checks are needed for leases from tenants. **Deposit, First Month Rent and Commission to Tenant's Agent.**
   b. **These checks must accompany ANY leases in order for the Lease to be in effect.**
   c. Make the Tenant's Commission Check to your Brokerage name. This amount must reflect the amount on MLS. This amount must also be discounted from the **First Month amount.**
   d. No Agreement Between Brokers form will be signed. And no 1099-MISC will be sent to you from our Brokerage or Landlord. This is due to the fact that the Tenant paid the portion of the Tenant's Agent commission discounted from the first month rent.
   e. All Leases must accompany this Lease Instruction and be initialed by Landlord and Tenant's Agent in order for Lease to be in effect.
2. All Leases, this Lease Instruction Form and Copies of the three checks are due to our Brokerage upon first day of Lease.

We hope these instructions make the process easier for all parties involved.

Will Puente, MBA, PhD Cand.
TX Real Estate Broker #586952

Landlord Initial _____   Tenant's Agent Initial _____