

## **PROGRESS RESIDENTIAL® COMMISSION INSTRUCTIONS**

Please read instructions carefully. Incorrect submissions will be rejected.

To receive a commission on a Progress Residential® Home, the following must be submitted in **One PDF** and emailed to [noreply-MLS@progressresidential.com](mailto:noreply-MLS@progressresidential.com).

- 1. Progress Commission Form**
- 2. Current W-9**
- 3. MLS Listing**

Progress Residential® pays commissions within 30 days after move in and receipt of all legible, signed and correct documentation. Please do not submit the Commission Request prior to your client moving in, any requests prior to move in date will be rejected.

The payment will be mailed to the brokerage, no exceptions.

If anything is erroneous, missing or otherwise incorrect, the Commission Request will be rejected and you will be contacted about the missing or incorrect documentation via e-mail. Please understand that incorrect submission of requested documents will delay payment of commission.