



## Lease Commission Payment Instructions

To: Cooperating Brokers  
From: Realty Texas, LLC Accounting Department  
Re: Instructions on how to receive Broker Commission

Thank you for your assistance in procuring a tenant for our lease listing. Please email the documents listed below to the listing agent and [accounting@realtytexas.com](mailto:accounting@realtytexas.com). Payments will be processed within 7 days of submitting the following documents:

- Invoice for payment.
- Signed Cooperating Broker IRS Form W9.
- First month's rent payable to Realty Texas, LLC.

If thirty days have passed and your brokerage has not received payment, please enquire at [accounting@realtytexas.com](mailto:accounting@realtytexas.com) or call 800-660-1022.

