



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. 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 or call 800-660-1022.

