



# COMMISSION PAYMENT INSTRUCTIONS

Please make sure to follow the following instructions to get paid. If any following steps are not followed, this may cause delays in commission payment.

1. Please make sure your name is listed on the ZipReports application as the realtor. If for some reason the applicant forgets to put your name and you are the tenant's agent, please send an email to [assistants@gradeahome.com](mailto:assistants@gradeahome.com) with a screenshot of your confirmed showing and a short email explaining that you're the tenant's realtor.
2. Make sure you showed the property prior to the tenant submitting an application
3. Once your client is approved, has signed the lease, and submitted the security deposit, please make sure to submit a copy of your W9 and a signed copy of Agreement Between Brokers form. Please make sure to use the ABB found in the Attachments section on MLS. We do not allow tenant's representatives to use any other ABB form. We will sign our portion of the ABB.
4. Once this has been processed, we do not pay the realtor commission until 30 days after the first full month's rent has been paid to ensure that the renter is financially responsible and can pay on time even after leasing with us. For example, if your tenant's lease starts on July 1st, we will not start processing the commission until August 1st.
5. Our broker will mail your broker a check.



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## **Circumstances in which We Do Not Pay a Commission**

1. If your tenant does not list you on the application and you don't send the email requested above
2. If your tenant breaks the lease
3. If your tenant does an activity that breaks the lease
4. If your tenant does not pay the first month's rent
5. If you do not physically show the property to your tenant and the property management team cannot find proof of the showing on the showing software

## **Delays in Commission**

Unfortunately, delays in commission sometimes to occur. Please make sure that all of the steps above are followed.

Also, please make sure that the address on the W9 matches the address of your brokerage and includes the suite or unit number if applicable.

If a check is lost in the mail, we will need to have it sent back to our office and then find an alternate means of sending it in the mail or have your broker pick it up from our office located at 825 Town and Country Lane, Suite 1200, Houston, TX, 77024.