

PROGRESS RESIDENTIAL® COMMISSION INSTRUCTIONS

Please read the instructions carefully. Incorrect submissions will be rejected. To receive a commission on a Progress Residential® Home, the following must be submitted in **ONE COMBINED PDF (not password protected)** and emailed to MLS@rentprogress.com.

1. Progress Residential® Commission Request Form
2. Current Brokerage W-9
3. Full Agent MLS Listing Sheet for Property

Progress Residential® accepts commission requests AFTER resident move in and with receipt of all legible and correct documentation as stated above. Any requests received prior to the resident move in date will be rejected.

Please submit commission request forms within 30 days of move-in to ensure timely payment. If forms are not returned within 60 days of move-in, commission requests will not be fulfilled.

After receiving the correct documents, commission payments are sent within 30 days of processing and checks 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 email.

Please understand that incorrect submission of requested documents will delay payment of commission.