



## Commission Request

Lease Property Information	
Lease Property Address:	
Move-in Date:	
Listed Commission Amount:	
Client Information Required	
Client Name:	
Client Email Address:	
Agent Information	
Agent Name:	
Agent License #:	
Agent Phone #:	
Agent Email:	
Brokerage Name:	
Brokerage Mailing Address:	
Required Documents	
(Combine all required documents into one PDF and do not have lock on the form)	
● Commission Request Form ● Brokerage W-9 ● Copy of MLS Listing in PDF Format	
**PROGRESS PROPERTY MANAGEMENT OFFICE USE ONLY**	
Date Completed Packet Received:	Date Packet Submitted:
Property ID:	Market:
Vendor Code:	
Approval By:	Date:

