

Agent/Licensee Referral Fee Form

Rental Property Address _____

Prospective

Tenant(s) Name _____ Phone _____

Prospective

Tenant(s) Email Address _____

Date Rental Property Was

Viewed/Shown to Prospective Tenant _____ Time _____

Agent/Licensee

Name _____ Phone _____

Broker/Company _____ Phone _____

Address _____ Suite # _____

City _____ State _____ Zip _____

W-9 Needed From Broker _____

Referral Fees are paid when:

An Agent/Licensee accompanies and shows the rental property to the prospective applicant/tenant

And the prospective applicant/tenant(s):

1. Completes the application process
2. Pays all required fees
3. Are approved for Residency
4. Signs a Lease
5. Takes possession of the rental property
6. All funds and instruments have cleared all financial and banking institutions
7. The first full month's rent is received and clears all financial institutions

Office Use Only	Office Use Only
Referral Received _____	W-9 Received _____
Applicant Processed _____	W-9 On File _____
Referral Agent Contacted _____	Check Mailed Or Delivered _____

Jack L. McSwain, Jr. Realtor® - Licensed Real Estate Broker

2233 Park Avenue Suite 201 - Orange Park, FL 32073

904-349-7359 - JackMcSwain@email.com

www.JacksonvilleRentalHomes.com

Please scan & email form to jackmcswain@email.com