

# Rental "Get Paid" Sheet

\_\_\_\_ New Rental Property to Manage      \_\_\_\_ Existing Rental Property

\_\_\_\_ New One Time Rental

\_\_\_\_ New Lease on Existing Rental Property      \_\_\_\_ "For Sale" Listing turned Rental

## FOR ACCOUNTING PURPOSES ONLY

Date: \_\_\_\_\_

Agent Name: \_\_\_\_\_

Property Address: \_\_\_\_\_ City: \_\_\_\_\_

Rental Check in the Amount of: \$ \_\_\_\_\_

For Month of: \_\_\_\_\_

Deposit to be Escrowed: \$ \_\_\_\_\_ Deposit to be given to owner: \$ \_\_\_\_\_

Pet Fee: \$ \_\_\_\_\_

Refund Deposit To: \_\_\_\_\_ Address: \_\_\_\_\_

### Commission :

Rental Fee (One time fee) \$: \_\_\_\_\_

Management Fee: \$ \_\_\_\_\_

### Charges to be Reimbursed to Agent:

Amount: \$ \_\_\_\_\_ Description: \_\_\_\_\_

Amount: \$ \_\_\_\_\_ Description: \_\_\_\_\_

### Please Pay Owner:

Owner Name: \_\_\_\_\_ Amount: \$ \_\_\_\_\_

Description/Address: \_\_\_\_\_

### Please Pay for Repairs and Maintenance to the following:

Company Name : \_\_\_\_\_ Amount: \$ \_\_\_\_\_

Description/Address: \_\_\_\_\_

Company Name : \_\_\_\_\_ Amount: \$ \_\_\_\_\_

Description/Address: \_\_\_\_\_

Company Name : \_\_\_\_\_ Amount: \$ \_\_\_\_\_

Description/Address: \_\_\_\_\_

\*\*\* Please Note: if repair/maintenance amount is greater \$600 you must provide a W-9 for the repair company\*\*\*