



Procedures for Commission Invoicing

To receive a leasing commission from The Key Companies:

1. Your client must have you listed as their agent on the lease application.
2. You must have actively shown the property with evidence through CSS.
3. The tenant must execute a residential lease agreement.

Either complete the attached "Commission Request Form" or submit your company invoice including the same required information.

Completed forms / invoices along with a W-9 tax form may be submitted to:

By mail:

The Key Companies
24165 IH-10 West Suite 217 #243
San Antonio, TX 78257

By fax:

210-496-1714

By email:

karens@thekeysite.com

24165 IH-10 West Suite 217 #243
San Antonio, TX 78257
210.496.1142 phone
210.496.1714 fax
www.thekeysite.com



COMMISSION REQUEST FORM

DATE: _____

PROPERTY ADDRESS: _____

TENANT: _____

TENANT AGENT: _____

REAL ESTATE OFFICE: _____

ADDRESS _____

CITY, STATE, ZIP CODE _____

LEASING COMMISSION: _____

- Include copy of W-9 if you are a new vendor.