



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 ShowingTime.
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 within 60 days of the lease commencement date. Requests received after 60 days will not be processed.

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

By mail:

The Key Companies
7910 Platinum Court
Boerne, TX 78015

By email:

kristen@thekeysite.com

7910 Platinum Court
Boerne, TX 78015
210.496.1142
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.