

## Rental Disbursement Form



LUXE Agent: Philip Norton

Property Address: 480 NE 31 St, #1504 Miami, FL 33137

Tenant Name: Amal Crane

Landlord Name: SUNSHINE 1504 INC

Client PH: 786.241.7478

Client Email: amal.crane@hotmail.com

Total held in LUXE Escrow Account: \$ 5,100.00

LUXE Lead/CINC Lead (yes or no): No

Lease Start Date: Nov. 1, 2021

### Other Required Documents Along With This Form - Must Be Uploaded To Broker Sumo

Fully Executed Contract to Lease (if one was used) \_\_\_\_\_

Fully Executed Lease PG's 1-18 \_\_\_\_\_

HOA Approval Letter Or Email Proof \_\_\_\_\_

Coop Agent W9 \_\_\_\_\_

Landlord W9 (if applicable) \_\_\_\_\_

Fully Executed Walk-Through Form (to get paid your commission portion) \_\_\_\_\_

### Disbursement instructions:

Amount to LUXE (gross before agent split): \$ 3,060.00

Amount to Co-op Brokerage: \$ 2,040.00

Amount to Landlord (If Applicable): \$ \_\_\_\_\_

Cooperating Company/Brokerage Name: One Sotheby's International Realty

**\*NEED Cooperating Brokerage's W9 Form to release co-op commission check.**

**\*NEED Landlord's W9 Form if we need to release any funds to them.**

We recommend you request escrow disbursement **at least 3-5 business days prior to your walkthrough** in order to make sure we have enough time to review the file. This ensures that if your file is missing a document, you have enough time to update it without delaying disbursement for your walkthrough.

Complete escrow files with all proper documentation will be disbursed **24-48 hours** after point of completion, **weekends do not count**. Tania will make sure to inform you once your file is complete and has been submitted to accounting for disbursement.