

Rental Disbursement Form



LUXE Agent: _____

Property Address: _____

Tenant Name: _____

Landlord Name: _____

Client PH: _____

Client Email: _____

Total held in LUXE Escrow Account: \$ _____

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

Lease Start Date: _____

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): \$ _____

Amount to Co-op Brokerage: \$ _____

Amount to Landlord (If Applicable): \$ _____

Cooperating Company/Brokerage Name: _____

***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.