



Acknowledgement of Administrative Fee/Additional Commission

We the client(s) hereby acknowledge and agree to pay the \$_____ administrative fee/additional commission charged by Real Estate Brokerage for this transaction. Payment is contingent upon and due at settlement or acceptance of lease.

This Real Estate Brokerage maintains copies of all contracts, leases, and related paperwork for a minimum of five years. This administrative fee/additional commission helps cover the direct and indirect rising costs of printing, processing, transmitting and storing the many documents associated with real estate sales, settlements and leases. These and other related expenses incurred by your Sales Associate and Brokerage enable us to continue providing our Clients with the highest level of service possible.

Property Address

Client Information (If different from above Property Address)

Home Address

Seller 1

Name

Phone

Email

Signature

Date

Seller 2

Name

Phone

Email

Signature

Date