



Opt-Out Lease Verification

This form is designed for the properties that are difficult to get back a signed lease verification. It is recommended that all effort be given to obtain a written verification of your client’s lease. A signed lease verification comes with a 99% collectible rate and is your only proof for payment of your commission. We will invoice the property same as any other lease with an opt-out lease verification as long as the form is completed.

Call the property and to verify as much information below as possible. We need this in order to send an accurate invoice to the property.

Agent Name:

Client Name:

Market: DFW Austin Houston San Antonio

Property Name:

Unit Number:

Lease Term:

Move-In Date:

Rent Amount:

Commission:

% or Flat

By undersigning you agree to the following terms of the opt-out lease verification.

1. An opt-out lease verification is required to be filled out by the agent and provided to the broker only after failing to receive a signed lease verification.
2. A maximum of 150 days from the date of invoiced will be allowed for the invoicing process, after-which it will be at the discretion of the accounts manager whether or not to continue to pursue the payment.
3. If the property indicates any problems related to paying the commission due to not listed properly or correct amount of the commission, the accounts manager may discontinue pursuit of the commission.

Agent Signature: _____

Date: _____

Upon completion, provide this to the broker and then you may change the status to “Lease Confirmed”.