

KENT DEAL FOLDER CHECKLIST

Agent Name: Curtis Charles

Date of Submission: 4.17.24

Property Address: 540 Waverly Ave

☒ Copy of Signed Contract / Lease
(Only first and signature pages req)

Unit #: 2E

☒ Copy of **all** funds collected
(XpressPay if applicable)

RETX #: 1227059

☒ Signed Agency Disclosure Form

Total Fee Collected	\$ 3,975
Referral/Listing Fee	\$
Agent 1 Name and Split	Curtis Charles... \$993.75
Agent 2 Name and Split	Jermaine Phillips... \$397.50

----- COMPLETE BELOW ONLY WHEN INVOICING FOR PAYMENT -----

Landlord/Owner Name:	CAD Waverly LLC
Gross Rent:	\$3,975
Amenity Costs:	Parking: Bike Storage: Storage Unit:
Total OP Amount: (Include rent and all amenity costs)	\$3,975
OP Payment Breakdown	Referral / Listing Fee: Agent 1 (name/amount): Agent 2 (name/amount):
Lease Start Date:	5.1.24
Notes:	
Contact Info OP Collection Name:	
Email:	
Phone:	