

KENT DEAL FOLDER CHECKLIST

Agent Name: Curtis Charles

Date of Submission: 4.18.24

Property Address: 178 N 11th St

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

Unit #: 4C

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

RETX #: 1229342

☒ Signed Agency Disclosure Form

Total Fee Collected	\$5,008.48
Referral/Listing Fee	\$
Agent 1 Name and Split	Curtis Charles... \$1,752.97
Agent 2 Name and Split	

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

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