

**DEAL FOLDER CHECKLIST**

Agent Name: Sanya Grozdanov

Property Address: 1520 York Ave

Unit #: 28E

RETX #: 807417

Date of Submission: 1/18/2022

- ☐ Copy of Signed Contract / Lease
(Only first and signature pages req)
- ☐ Copy of **all** funds collected
(XpressPay if applicable)
- ☐ Signed Agency Disclosure Form
- ☐ Anti-Discrimination Disclosure Form

Total Fee Collected	\$ 3750
Referral/Listing Fee	
Agent 1 Name and Split	Sanya Grozdanov – 35% - \$1312.50

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

Landlord/Owner Name:	Rose Property Management Group
Gross Rent:	\$ 3750
Amenity Costs:	Parking: - Bike Storage: - Storage Unit: -
Total OP Amount: (Include rent and all amenity costs)	\$ 3750
OP Payment Breakdown	Referral / Listing Fee: Agent 1 (name/amount): Sanya Grozdanov-35% - \$1312.50 Agent 2 (name/amount):
Lease Start Date:	02/01/2022
Notes:	
Contact Info OP Collection Name:	
Email:	