



Residential Rental & Commission Instructions

ATTENTION:

All applications are submitted online at www.redhawkpm.com and the following documentation is required to be uploaded by the tenant at the time of submission.

- **Copy of applicant ID (each applicant over 18 must submit a separate application);**
- **Proof of Income;**
- **Photo of any pets residing in or on the property;**
- **Agency Disclosure;**
- **Brokerage W-9; and**
- **Commission Form**

Failure to submit these documents will result in a delay of your client's application process. Our office will not request these forms from you. If your client has a problem uploading these documents at time of application, we will accept them via email to admin@azrhr.com with the subject line "Application Documents for Applicant Name-Property Address".

A copy of our standard lease is available for your review on our website, www.redhawkpm.com. All leases are drafted by Red Hawk Property Management and, with your permission, will be submitted to you and your client for electronic signature upon application approval and receipt of the required Earnest Money Deposit.



Commission Form Residential Rental

**Return to Red Hawk Property Management by uploading to
your client's rental application when they apply.**

Date:

--

Applicant & Rental Information

Property Address:
Applicant Name/s:
Applicant Phone:
Applicant Desired Move in Date:

Agent Information

Agent Name:	ARMLS Agent Code:
Brokerage Name:	ARMLS Brokerage Code:
Company Address:	
City/State/Zip:	
Agent Email:	
Agent Phone:	
Agent gives Red Hawk Property Management permission to contact Agent's Client directly regarding the status or questions for submitted application and gives permission for Red Hawk Property Management to send final lease agreement to both Agent and Agent's Client simultaneously. <input type="checkbox"/> Yes <input type="checkbox"/> No	
Agent understands that the commission is not paid until applicant has paid all moneys due and taken possession of the property. Payments are made to the agent's brokerage and mailed to the address on the W-9.	
Commission Amount as per MLS: \$	
Agent Signature:	

