

LOCATORS, AGENTS & REALTORS

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Multifamily Locators: Please provide your name, your license number, name of your client, and the viewing time when requesting showing instructions. You will be provided an access code to the property and the access code to the specific unit your client will access. Your client has to enter the name of the locator on the application so the locator can claim a commission for the showing.

The locator's client cannot join an ongoing guided tour of the property, or an open house.

As a courtesy to all, please turn off lights, lock doors and windows and follow any other showing instructions provided.

Guide your clients to our website www.rdecapitalgroup.com for leasing information and online application. If you have any questions or wish to submit any comments, requests, concerns to the landlord, please do so in writing to: leasing@rdecapitalgroup.com. Please text to alert us of your email.

Residential Showings by Agents & REALTORS: Please provide your name, your license number, your broker firm name for showing instructions. The showing instructions are valid for one hour, so please request the instructions when you are on your way to the property or at the property.

The agent/ realtor may accompany a client to a scheduled residential open house.

As a courtesy to all, please turn off lights, lock doors and windows and follow any other showing instructions provided.

Guide your clients to our website www.rdecapitalgroup.com for leasing information and online application. If you have any questions, comments, requests, concerns to the landlord, please do so in writing to: leasing@rdecapitalgroup.com. Please text to alert us of your email.

Guide your client to enter the Agents name on the application when asked who showed the property. This is for accurate commission payment.

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When you are notified of your clients' approval, please send your broker's W9 to leasing@rdecapitalgroup.com. For ease of reference, please title your email with the property number and name and your name (i.e. W9 1234 Green St – Jane Dow). Commissions are paid

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5-7 days after move in. A Chase Bank Deluxe e-check payable to your broker is sent to the email address you indicate.

Applicant agent will be notified of the results of the application. Applicant agent will be copied on all correspondence with their clients. Approved applicants/ agent will receive a verbal and a written confirmation. Declined applicant agents will receive a call. Their applicant will receive an Adverse Action Letter.

Qualified applicants, who may not get selected have the option to be directed to other similarly priced managed properties in the market, at no additional cost. Their agents will be paid for procuring the approved applicant.

Unqualified applicant agents may receive an offer to lease a property subject to additional conditions. This offer is only made once a landlord has reviewed the application and deems the applicant's background and agent summary of their client's situation merits the offer.

