

**RENTAL DEAL SHEET**

**APARTMENT DETAILS:**

Date: \_\_\_\_\_

Address: \_\_\_\_\_ Apt #: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Size/Bedrooms: \_\_\_\_\_ Landlord: \_\_\_\_\_ Lease Start Date: \_\_\_\_\_

Lease End Date: \_\_\_\_\_ Monthly Rent (\$): \_\_\_\_\_ Free Rent (Months): \_\_\_\_\_

Building Type:  RENTAL  CO-OP  CONDO  TOWNHOUSE  PRIVATE HOME

Whom did you work with/for?  TENANT-CUSTOMER  TENANT-CLIENT

LANDLORD-CUSTOMER  LANDLORD-CLIENT

**TENANT(S)**

**TENANT**

**CO-TENANT**

Full Name: \_\_\_\_\_

Cell: \_\_\_\_\_

Work: \_\_\_\_\_

Email: \_\_\_\_\_

What was the source of the tenant(s)?  KW REFERRAL  PERSONAL REFERRAL  NYTIMES  OTHER

**LISTING BROKER DETAILS**

**RENTING BROKER DETAILS**

Listing Broker Company: \_\_\_\_\_ Renting Broker Company: \_\_\_\_\_

Listing Broker Agent \_\_\_\_\_ Renting Broker Agent: \_\_\_\_\_

Listing Broker Phone: \_\_\_\_\_ Renting Broker Phone: \_\_\_\_\_

Listing Broker Email: \_\_\_\_\_ Renting Broker Email: \_\_\_\_\_

**FEE/COMMISSION DETAILS**

Total Fee Paid (\$): \_\_\_\_\_ Tenant Paid (\$): \_\_\_\_\_ Owner Paid (\$): \_\_\_\_\_

Listing Agent: \_\_\_\_\_ Listing Fee(%): \_\_\_\_\_

Listing Fee (\$): \_\_\_\_\_ Renting Broker Fee (\$): \_\_\_\_\_ (if applicable)

**SIGN OFFS**

Listing Agent: \_\_\_\_\_ Renting Agent: \_\_\_\_\_

Landlord: \_\_\_\_\_ Tenant: \_\_\_\_\_