SAVVYWAYREALTY
REAL ESTATE STARTUP

LEASE INSTRUCTIONS FOR LANDLORDS/TENANT 'S AGENTS

Dear Landlords and Tenant's Agents,

We are a major Texas wide listing company with plenty of listings, please use these instructions regarding lease properties for our Brokerage.

Rule of Engagement:

1. Any questions for the Landlord before an application must be emailed to the Landlord. Call/text the Landlord for the email, it is under the APPMT number on MLS.
2. Make sure to schedule showings with the landlord directly by using APPMT number.

Commission Checks to Tenant's Agent:

1. All contribution from the landlord to the tenant MUST be handled in one ofthe following two ways. Any deviation may mean that contribution is **FORFEITED** by Tenant's Agent. Choose:

_____ **OPTION A**

- Email us a W-9, an invoice, and the executed lease
- Wire our Brokerage, Savvy Way Realty, Inc. the amount for the first month's rent (please email us for our wiring instructions)
- Send any Deposit amount to the Landlord directly
- Email us your Wiring Instructions for contribution payment. Contributions will only be paid via wire
- All Leases and this Lease Instruction Form are due to our Brokerage upon the first day of Lease. This information is important for MLS accuracy. Please email them to us at team@willpuente.com

Our email: team@willpuente.com

_____ **OPTION B**

- Three checks are needed for leases from tenants. Deposit, First Month's Rent, and Contribution to the Tenant. .
- These checks must accompany ANY leases in order for the Lease to be in effect.
- Discount the contribution amount from the check for the First Month's Rent
- Make the Tenant's Contribution Check to your Brokerage name.

- No 1099-MISC will be sent to you, this is due to the fact that the landlord contributed from the first month rent.
- All Leases, this Lease Instruction Form and Copies ofthe three checks are due to our Brokerage upon the first day of Lease. This information is important for MLS accuracy. Please email them to us at team@willpuente.com

2. All Leases must accompany this Lease Instruction and be initialed by Landlord and Tenant's Agent in order for Lease to be in effect.
3. Any contributions will only be paid upon the commencement ofthe Lease and completion of all forms by the tenant's agent.

We hope these instructions make the process easier for all parties involved.

Will Puente, MBA, PhD, JD
TX Real Estate Broker #586952

Agreed upon contribution from Landlord to Tenant (if any): $_____

Landlord signature _____

Tenant's Agent signature _____