



Agent Guidelines for Leasing ALH|Podland Rental Properties and Commission Policy

Agent Guidelines

- To Show one of our available properties, please contact our office to verify availability and showing instructions.
- Please read the Application Process and Rental Policy before having your Tenant/Client submit an application.
- Applications may be submitted online, by fax, or hand delivered to the office. All adults over the age of 21 that are not dependents, such as college students, must submit an application. The application form can be found on our website at www.alhpodland.com.
- The application fee is \$55.00 per adult. This can be paid consecutively with the application online, by requesting a PayPal link, or by cash, money order or certified check.
- Any additional request **MUST** be included on the application. This includes any repairs, cleaning, painting, special lease terms, etc. Otherwise the property is accepted in as-is condition.

Commission Policy

The commission amount for properties listed in FMLS and GAMLS will be paid as listed on the most recent active rental listing under ALH|Podland. You must show the property in order to receive the commission listed in FMLS/GAMLS. For properties that are NOT in GAMLS, the commission paid is 30% of the First Month's Rent. You must show the property in order to receive the commission. If you choose not to show the property and refer the tenant to ALH|Podland to show, the referral commission will be \$100 for properties with a rental rate less than \$1500 per month and \$150 for properties leased at a rental rate of \$1500 per month or more.

Commissions is paid at the beginning of the first full month that the tenant leases the property.

Please provide the following information to our office in order to ensure commission is paid in a timely manner: Agent

Name: _____ Agent Contact #: _____

Agent Email: _____

Name of Applicants: _____

Property Applicant is applying for: _____

Name of Brokerage Company: _____

Brokerage Company Address: _____

Brokerage Tax ID: _____ MLS Office Code: _____ Brokerage License #: _____

I have read and agree to the Agent Guidelines and the Application Process and Rental Policy ALH|Podland Realty LLC.

Agent Signature

License Number

*****You can fax this completed form to 404-585-5077 or email to info@alhpodland.com*****