

APPLICATION INSTRUCTIONS

All applicants apply online however we request that you provide also a regional application and submit with the following required documents to admin@annavictoriagroup.com

- 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.

When submitting documents please **include in the subject line:** "Application Documents for Applicant Name-Property Address".

Leases are submitted to you and your client for electronic signature upon application approval and receipt of the required Security Deposit and first month's rent.



Commission Form Residential Rental

Return to Anna Victoria Group with your client's rental application documents and application

Date:

<i>Applicant & Rental Information</i>	
Property Address:	
Applicant's Name/s:	
Applicant Phone:	
Applicant Desired Move-in Date:	
<i>Agent Information</i>	
Agent Name:	MLS#:
Brokerage Name:	Broker Code:
Company Address:	
City/State/Zip:	
Agent Email:	
Agent Phone:	
Agent gives Anna Victoria Group permission to contact Agent's Client directly regarding the status or questions for submitted application and gives permission for Anna Victoria Group 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 referral fee is not paid until the property has been rented. Agents must return this form and a company W-9 to receive payment. Payments are made to the agent's brokerage and mailed to the address on W-9.	
Commission Amount as per MLS: \$	
Agent Signature:	Date: