

ORIGINATION + AGENT + BROKERAGE (IF OUTSIDE LEASING BROKERAGE/AGENT, THEN MUST SUBMIT NABOR REFERRAL FORM AND W-9)

Confirmed by Name of Listing Agent (NHR)		Confirmed by Name of Leasing Agent (NHR or Outside)	
Commission %		Commission %	

LEASE INFORMATION SHEET – OWNER INFORMATION

Internal Unit #		Community/HOA	
Owner(s)			
Address			

LEASE INFORMATION SHEET – GUEST INFORMATION (complete for each individual 18 years and older)

Full Legal Names (must match driver's licenses)			
Email Addresses			
Cell Phone #'s (need at least two)			
Mailing Address			
Street, City, ST, Zip (the address to which security deposit is returned - ONLY one)			
Minor Occupying, Name1		Age	

Minor Occupying, Name2		Age	
Make, Model, Color Car		Tag #	
Emergency Contact		Cell #	

PET(S) (for each pet, please supply photo as well)

Name		Male/Female	
Breed		Weight	
Indicate whether it is a: Traditional Pet Service Animal Emotional Support Animal		Date of Last immunization (please supply records)	
For Service Animal, please provide a copy of designation paperwork			
For Emotional Support Animal, please provide a copy of the doctor's diagnosis, treatment, Doctor's contact information			

LEASE SUMMARY – TERM, FEES, PAYMENTS, COMMISSIONS

Commencement Date		Departure Date	
Total # Months		Total # Persons	
Total Rent Amount (used to calculate Commissions Paid)			
Security Deposit			
Pet Fee (add'l cleaning/other)			
Departure Cleaning Fee			
SUBTOTAL			
CALCULATE AMOUNT If less than 182 days (6 mo's +1 day), Tourist Tax % (Collier or Lee). If "0" put "0"		% = _____	
With TT, SUBTOTAL			
Applicable Transfer Fees (PB, FC, PC)			
Applicable HOA App Fee			
Other Fees, e.g., tags, keys ...			
TOTAL			
# Payments		Per Payment	
Commission to Listing Agent		Commission to Leasing Agent	