



## Leasing Agent Payment Instructions

Gulf Coast Palms values the partnership with our leasing agents. The following outlines the payment process, requirements, and expectations to ensure timely and accurate commission payouts.

### 1. Commission Processing

- Commission checks are issued within 5 business days of receiving all required documentation after the tenant has moved in and their payment has cleared.
- For Gulf Coast Palms agents who do not prepare their own CDA, allow up to 7 business days for processing.
- Please do not contact the accounting team regarding payments before these timelines.

### 2. Payment Eligibility Requirements

Agents will only be compensated after all of the following conditions are met:

#### a. Tenant Payment

- Full first month's rent and deposit must be received via money order or cashier's check.
- If payment is made online, commission will be processed only after the payment has cleared.

#### b. Documentation

- Executed Lease
- CDA (Commission Disbursement Authorization)

Additional Requirements for Non-Gulf Coast Palms Agents:

- Copy of Agreement Between Brokers
- Broker's W9

- CDA or invoice itemizing the payout

c. In-Person Assistance

To qualify for commission, agents must:

1. Assist the applicant in person during the property showing
2. Provide support during the tenant's move-in day

### **3. Summary**

Commission is only paid after the tenant has moved in, their payment has cleared, and all required documentation is submitted. Following these steps ensures an accurate and efficient payment process for all parties.