

File Number



LEASE CONTROL SHEET

Enclose signed offer and any related documentation

Lead Agent

Submitted Date

Offer Date

PROPERTY

Name	Type
Address	Use
City	Province
	Size

LEASE

Value	Op Costs
Term	Fixturing
Commencement	Free Rent
Expiry	TI Allowance
	1 2 3 4 5 6 7 8 9 10
Rates	
Listing %	
Listing \$	
Leasing %	
Leasing \$	

LANDLORD

TENANT

Company	Company
Phone	Phone
Contact	Contact
Address	Address
City	City
Province	Province
Email	Email
Business Source	Business Source

Agency Disclosure

COMMISSIONS

Invoice To	Deposit Held By
Contact	Deposit Amount
Address	Type Interest Non-interest
City	Invoice Date 1
Province	Postal 2

Listing Company	Listing Commission
Agent:	
Agent:	
Agent:	
Agent:	
Leasing Company	Leasing Commission
Agent:	
Agent:	
Agent:	
Agent:	
Referral Company	Referral Commission
Agent:	
Address:	

proof

Total Commission

Special Instructions

- Offer/Lease docs signed and dates
- All conditions removed and documents enclosed
- Deposit(s) payable to Cushman & Wakefield Edmonton
- Deposit amount(s) correct
- Deposit(s) on time
- Late Deposit Letter (if required)
- Agency Disclosure
- Commission Agreement
- Initials

Associate

Broker

STATS CONTROL SHEET

Lead Agent

Off-Market Date _____

Offer Date

PROPERTY

Name
Address
Suite
City
Province

Type
Size

LEASE

Value
Term
Commencement
Expiry

Op Costs
Fixturing
Free Rent
TI Allowance

Lease Rates

Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10

PEOPLE

Landlord

Company
Phone
Contact
Address
City
Province
Postal Code

Tenant

Company
Phone
Contact
Address
City
Province
Postal Code

Listing Company

Company
Agent
Agent
Agent
Agent

Leasing Company

Company
Agent
Agent
Agent
Agent

Referral Company

Company
Agent