

File Number



LEASE CONTROL SHEET

Enclose signed offer and any related documentation

Lead Agent	Submitted Date	Offer Date
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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

Company _____

Phone _____

Contact _____

Address _____

City _____

Province _____ Postal _____

Email _____

Business Source _____

TENANT

Company _____

Phone _____

Contact _____

Address _____

City _____

Province _____ Postal _____

Email _____

Business Source _____

Agency Disclosure

COMMISSIONS

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

Listing Company _____ Commission _____ Initial _____

- Agent: _____
- Agent: _____
- Agent: _____
- Agent: _____
- Agent: _____
- Agent: _____

Leasing Company _____ Commission _____ Initial _____

- Agent: _____
- Agent: _____
- Agent: _____
- Agent: _____
- Agent: _____
- Agent: _____

Referral Company _____ Commission _____ Initial _____

Agent: _____ proof _____

Address: _____ **Total Commission** _____

Checklist

- 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

Approved

Associate _____ Broker _____

Board Date _____

STATS CONTROL SHEET

Lead Agent

Off-Market Date _____

Offer Date

PROPERTY

Name
Address
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
Agent
Agent

Leasing Company

Company
Agent
Agent
Agent
Agent
Agent
Agent

Referral Company

Company
Agent