

File Number



LEASE CONTROL SHEET

Enclose signed offer and any related documentation

Lead Agent	Submitted Date	Offer Date
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Property Name:
 Unit/Suite:
 Address:
 City:
 Province:

Lease Value:
 Term:
 Commencement:
 Expiry:
 Op Costs:
 TI Allowance:

Type:
 Use:
 Fixturing:
 Free Rent:

Size:

	1	2	3	4	5	6	7	8	9	10
Rates										
Listing %										
Listing \$										
Leasing %										
Leasing \$										

LANDLORD:

TENANT:

Phone:
 Contact:
 Address:
(unit/city/province/postal)
 Email:
 Business Source:

Phone:
 Contact:
 Address:
(unit/city/province/postal)
 Email:
 Business Source:

Agency Disclosure: Landlord Tenant

Listing Company	Commission
Agent: _____	
Agent: _____	
Agent: _____	
Agent: _____	
Agent: _____	
Agent: _____	
Leasing Company	Commission
Agent: _____	
Agent: _____	
Agent: _____	
Agent: _____	
Agent: _____	
Agent: _____	
Referral Company	Commission
Agent: _____	
Address: _____	
TOTAL COMMISSION	

proof

MANDATORY INVOICING INSTRUCTIONS

Deposit Held By
Deposit Amount **Interest Bearing**
**PLEASE DO NOT LEAVE DATE BLANK. PROVIDE AN ESTIMATED DATE FOR THE FILE.
Invoice Date 1
Invoice Date 2
Invoice To:
 Landlord
 Other - Provide Address Below
 Company:
 Contact:
 Address:

Checklist & Approval

- 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

Associate

Broker

Board Date

SPECIAL INSTRUCTIONS (if applicable)

STATS CONTROL SHEET

Lead Agent

Off-Market Date _____

Offer Date

Property Name

Unit #

Address

City

Province

Type

Size

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

LANDLORD

Phone

Contact

Address

TENANT

Phone

Contact

Address

LISTING SIDE

Agent

Agent

Agent

Agent

Agent

Agent

LEASING SIDE

Agent

Agent

Agent

Agent

Agent

Agent

REFERRAL COMPANY

Agent