

File Number



LEASE CONTROL SHEET

Attach signed offer and any related documentation

Lead Agent (*Only 1)

Offer Date (*Last date signed/initialled)

Property Name:

Unit/Suite:

Address:

City:

Province:

Lease Value:

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

*COMM TO BE INVOICED BY CW ONLY!

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

Assistant/Mentor Splits Applicable

proof

SPECIAL INSTRUCTIONS (if applicable)

*****MANDATORY INVOICING INSTRUCTIONS*****

Deposit Held By

Deposit Amount Interest Bearing

DATES REQUIRED. PROVIDE ESTIMATED DATES FOR FUTURE INVOICING.

Invoice Date 1

Invoice Date 2

Invoice To:

Landlord

Other - Provide Address Below

Company:

Contact:

Address:

Contact Email:

Checklist & Approval

Offer/Lease docs signed and dated

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

Board Date

Broker Approval Attached

STATS CONTROL SHEET

Lead Agent

Board 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