

## MARKETING MANUAL

COMMUNITY NAME	<u>Windemere Villas Apartments</u>	COMMUNITY #	<u>02</u>
SUBJECT	<u>Commission Schedule</u>	SECTION	<u>3.01</u>
ISSUE DATE	<u>July 28, 2021</u>	PAGE	<u>1</u>
		APPROVED	TFF <u>TF</u>

### **COMMISSIONS:**

Move-in commissions will be paid as follows on an individual basis. The following are eligible to earn application and move-in commissions:

1. Full-time Leasing Agents
2. Part-time Leasing Agents
3. Site Manager

Commissions are eligible for payment on the last paycheck of the month after receipt of the monthly Final Leasing Report form in the Clearwater office.

### **APPLICATION COMMISSION:**

**The application commission shall be \$25 per completed application.**

### **MOVE IN COMMISSION:**

**Twelve month lease - \$75**

### **COMMISSIONS – RENEWALS:**

The following are eligible to earn Renewal Commissions:

1. Site Manager  
12 Month Renewal \$20.00

Note: Commissions subject to change at any time. All commissions contingent on continuing satisfactory employment and management discretion. Commissions will be paid when one full month's rent is collected and deposited. Any individual leaving our employment prior to the collection of the first full month's rent, for each unit, will not be eligible or due any commissions on those units. Applications must be properly completed, including all required information, application fee, and security deposit collected and authorization signed.

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### GENERAL CONDITIONS

1. All commissions and bonuses contingent on continued satisfactory employment and subject to management discretion.
2. Consult leasing manual for other terms and conditions.
3. All calculations based on calendar month basis.
4. Application commissions will not be paid if the application is cancelled by the applicant, the application is incomplete upon first submittal to Clearwater or the application is rejected because it does not meet published occupancy standards (for example, too many pets, motorcycle, incomplete vehicle information, etc.).
5. Commission payments will be processed once per month upon receipt of the final Leasing Report and all Clearwater file copies of the lease documents.
6. Commissions will not be paid if:
  - a. **Initial Lease Package** is not received in Clearwater **within 3 business days** of Lease start date.  
**Renewal Lease Package** is not received in Clearwater **within 3 business days** of signing by the resident.  
and/or
  - b. If the renewal or lease package is incomplete including anything missing or not properly signed and/or copied.  
and/or
  - c. The **lease documents are altered** in any way by the Resident.