



Project Information

Name

Address

Address

City State Zip Code

Division

- INDUSTRIAL
- LAND
- OFFICE
- INVESTMENT
- MULTI-FAMILY
- RETAIL

Deal Type

- LEASE
- SALE
- REFERRAL
- CONSULTING

Submarket

Seller/Owner Information

Company

Attention

Address

Address

City State Zip Code

Me Agent Name

Company Name

Buyer/Tenant Information

Company

Attention

Address

Address

City State Zip Code

Me Agent Name

Company Name

Billing Information

Check Here if same as Seller/Owner Information

Company

Attention

Address

Address

City State Zip Code

Lee Transactions

Property Information

Contact Information

Transaction Information

Commissions

Invoicing Detail

Review

Lease Type

Rate Type

Product Type

Lease Information

Expiration Date

 / /


Total SF Leased

Commence Date

 / /


Office SF Leased

Lease Term (Mos.)

TI Allowance

Features

EVAP

A/C

Sprinkler

Rail

Parking

 :1000

Yard

 SF

Doors

Grade Level

Truckwell

Dock High

Rent Schedule (Months)

Month #		Month #	\$/SF	# of Months	SF	Monthly Rent	Total Rent Paid
1	TO	2	\$ -	2	5257	\$ -	\$ -

Total Months

Total Rent

Property Notes

.	.
.	.
.	.
.	.
.	.

Effective Rate

Effective Rate (Free Rent Outside of Term)

Annual Increase (\$)

Annual Increase (%)

Do Not Publish Lease Comp

Prev

Next

Lee Transactions

Property Information

Contact Information

Transaction Information

Commissions

Invoicing Detail

Review

Total Consideration

	Total	Procuring	Listing	Referral
Commission Rate (%)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Commission Amount (\$)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Lee Agents

	Amount (\$)	Split (%)	Proc	List	Refer
Agent Name 1 <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Agent Name 2 <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Agent Name 3 <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Agent Name 4 <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Agent Name 5 <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Agent Name 6 <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Agent Name 7 <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Agent Name 8 <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Agent Name 9 <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Agent Name 10 <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Total Lee Agents	<input type="text"/>	<input type="text"/>			

Outside Brokers


			Amount (\$)
<input type="text"/>		<input type="text"/>	<input type="text"/>
<input type="text"/>		<input type="checkbox"/> Proc <input type="checkbox"/> List <input type="checkbox"/> Refer	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
			Amount (\$)
<input type="text"/>		<input type="text"/>	<input type="text"/>
<input type="text"/>		<input type="checkbox"/> Proc <input type="checkbox"/> List <input type="checkbox"/> Refer	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
			Amount (\$)
<input type="text"/>		<input type="text"/>	<input type="text"/>
<input type="text"/>		<input type="checkbox"/> Proc <input type="checkbox"/> List <input type="checkbox"/> Refer	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Total Billing Amount

What Are The Payment Terms?

Total Due Upon Request

First Half Due Now - Second Half on Commencement Date

First Half Due Now Second Half Due 

Payment Schedule

How Do You Want The Invoice Sent?

Mail it.

Email it to me.

Email it to

Do not send invoice.

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Submarket

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Seller/Owner

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Attention

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Address

City

State

Zip Code

Agent Name

Company Name

Buyer/Tenant

Company

Attention

Address





REPORTS

Accounting

[[] [calendar] TO [] [calendar]

- Billing Summary Report by Agent
- Billing Summary Report by Division
- Commission Summary Report
- Outstanding Commissions Report
- Posting Summary Report
- Received Summary Report by Agent
- Received Summary Report by Division
- Commission Calc Spreadsheet

Agents

[[] [calendar] TO [] [calendar]

Select Broker [dropdown]

- Billed Report
- Detail Billed Report
- Paid Report
- Outstanding Commissions Report

Transactions

Transaction ID []

- Invoice
- Deal Summary
- Lee Agent Recap
- Outside Broker Recap
- Lease Comp Report
- ADA Letter
- Booking Package





Home

Reports

Payments

Agents

User Name
Account Type

Payments

Adjustments

Transaction ID

Billed To

Payment Date

Check Number

Check Amount

Payment History

Date	Amount

	Current	Splits	Payment	Remaining Balance
Total Billing				
Agent 1				
Agent 2				
Agent 3				
Agent 4				
Agent 5				
Agent 6				
Agent 7				
Agent 8				
Agent 9				
Agent 10				
Total Lee Agents				
Lee House				
Outside 1				
Outside 2				
Outside 3				
Total Outside Agents				



Home

Reports

Payments

Agents

User Name
Account Type

Payments

Adjustments

Transaction ID

Adjusting Date 

Notes

Submit Adjustment

	Current	Adjusted Amounts	Difference
Total Billing			
Agent 1			
Agent 2			
Agent 3			
Agent 4			
Agent 5			
Agent 6			
Agent 7			
Agent 8			
Agent 9			
Agent 10			
Total Lee Agents			
Lee House			
Outside 1			
Outside 2			
Outside 3			
Total Outside Agents			

