



*Above All Property Management*  
REALTOR® Showing/Referral Commission Form

For Payment send completed form & attachment  
(Showing Time showing confirmation) to:

[Rentals@AboveAllPM.com](mailto:Rentals@AboveAllPM.com)

Office 919-341-9555

**PLEASE READ COMPLETELY BEFORE FILLING OUT PAGE 2**

**Showing & Tenant Referral Commission Policy**

**Showing Commission**

A full showing commission is paid to the licensed agent who physically shows the property *prior to the tenant's application* (as confirmed by a ShowingTime appointment) **for leases of 12 months or longer.**

- For lease terms shorter than 12 months, the commission will be prorated accordingly.
- To receive your commission, please submit this completed form **along with ShowingTime confirmation** that you showed the property to the **approved applicant.**

**Tenant Referral Commission**

We value your referrals! If you refer a tenant to our website or speak to them directly about our available rentals, AAPM will thank you with a **25% referral commission based on the showing commission rate** confirmed at the time of referral.

- A referral commission is applicable when **no ShowingTime confirmation is available**, but the tenant applies and is approved.


**When can I expect my commission check?**

Commission payments are made **to your brokerage** between the **10th and 15th of the month, after the tenant has taken physical occupancy and all funds have cleared our trust accounts.**

- If the tenant moves in **after the 15th**, your commission will be issued during the **next month's payment cycle.**

**Check Pick-Up Policy:**

Checks **must be picked up and signed for** at:

Full Rental Address:  15 E. Ewing Road, Suite 204, Cary, NC 27511

Date Shown **does not mail** commission checks. Tenant Name: \_\_\_\_\_

- We also **do not send photos** of checks. Please ensure your brokerage has all necessary Commission Quoted for proper disbursement to Lease Term: \_\_\_\_\_

**Missing Commission?**

If you haven't received your commission: Agent License: \_\_\_\_\_ Brokerage License: \_\_\_\_\_

- Double-check that all required documents were **fully and correctly completed**.
- Incomplete or missing information will delay processing.
- Due to the volume of showings on our listings, we cannot track down agent details without proper documentation.

Brokerage Mailing Address: \_\_\_\_\_  
*We appreciate your partnership and cooperation!*

City: \_\_\_\_\_ Full Rental Address: \_\_\_\_\_ Zip: \_\_\_\_\_

Date Shown: \_\_\_\_\_ Tenant Name: \_\_\_\_\_

Commission Quoted (call our office): \_\_\_\_\_ Lease term: \_\_\_\_\_

Agent Name: \_\_\_\_\_

Agent License: \_\_\_\_\_ Brokerage License: \_\_\_\_\_

Agent Phone number: \_\_\_\_\_

Brokerage: \_\_\_\_\_

Brokerage Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ Zip: \_\_\_\_\_

**Sorry but we do not: re-issue lost checks, pay for stop payments, pay out commissions to another agent who did not show the home, pay commissions to non-cooperating brokers (those who are not REALTORS®)**