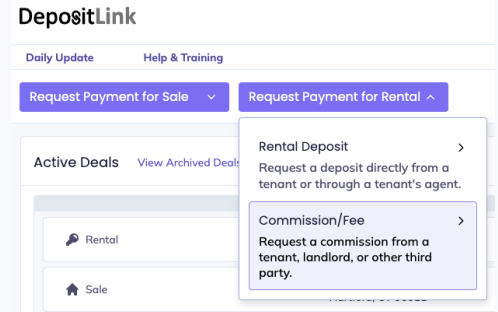


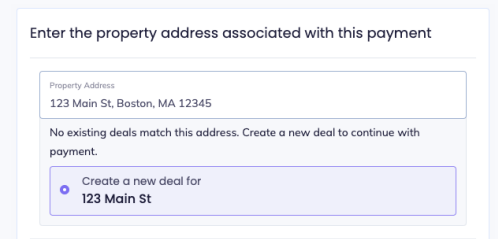
Request Rental Commission for a New Deal

1. Create Deal and Enter Payment Information

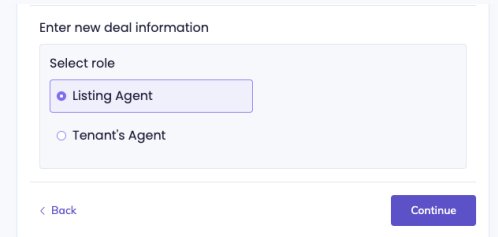
- Click **Request Payment for Rental**
 - Select **Commission/Fee**



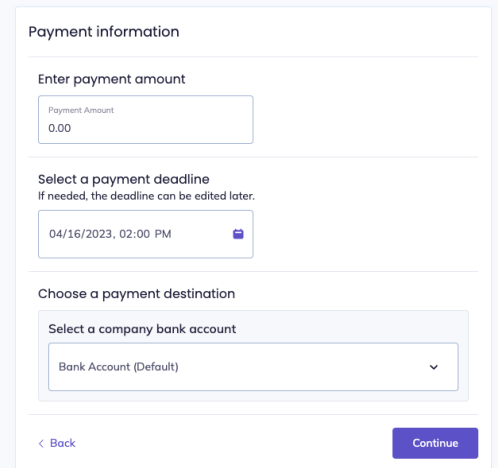
- Enter the **Property Address** associated with this payment
 - Select "create a new deal" for address entered



- Select your role



- Enter **Payment Amount**
- Selected a deadline by which commission payment must be made
- Choose the **Payment Destination**



Request Rental Commission for a New Deal

2. Enter Request Information

- Select a Payer
- Enter the payer's information

Enter payer information

Select a payer

Tenant

Enter payer details

Email Address

First Name (Optional) Last Name (Optional)

Company (Optional)

What is this payment for?

Memo (Optional)

< Back Continue

3. Final Steps

- Enter Optional Information
 - **Payment Notifications** - Add people to receive payment status emails and receipts
 - **Document Center** allows you to upload documents to share with your finance team

Enter optional information

Payment Notifications
Share payment statuses and receipts with other parties. + Add Recipients

Reference Code

Document Center
Share documents related to this payment with your finance team.

Upload Documents

< Back Continue

- Review and confirm your selections
- If you are satisfied with your selections, click **Request Payment**

Review and confirm request

Payment Summary

Payment Total	\$1,000.00
Payment Type	Commission/Fee
Property Address	123 Main st Boston, MA 12345
Destination	Bank Account
Payment Deadline	04/16/2023 2:00pm

Sending request to:

Sam Renter
sam@renter.com
Request Amount \$1,000.00

< Back Request Payment

- Your request has been emailed to the intended party
- You will receive an email notification when the payment is made
- You can track the payment on the "transactions" page

Request Successful
Email sent to payer.

Request Summary [View Deal Details](#)

Payment Total	\$1,000.00
Payment Type	Rental Fee
Property Address	123 Main st Boston, MA 12345
Payment Destination	Bank Account
Payment Deadline	04/16/2023 2:00pm

Request sent to:

Sam Renter [Copy link](#)
sam@renter.com
Request Amount \$1,000.00