

I'm not robot!

Apartment Commission Invoice Form

AGENT NAME _____ DATE _____

COMMUNITY NAME: _____

COMMUNITY ADDRESS: _____

CITY: _____ ZIP: _____

OFFICE PHONE: _____

RESIDENT NAME: _____

APT #: _____ DATE LEASED: ____/____/____

RENT: _____ MOVE-IN DATE: ____/____/____

LEASE TERM: _____ VERIFY DATE: ____/____/____

VERIFIED WITH WHOM: _____ (Usually Apartment Mgr)

COMMISSION RATE: _____ %

DATE INVOICED: ____/____/____ (Filled in by Klaxx Home Management)



Independent Contractor Agreement

This agreement MUST INCLUDE AN EXHIBIT A that details the scope of services and compensation to be provided. Examples of acceptable attachments include a Statement of Work, a proposal or quote, or a document prepared by SJSU or the independent contractor.

TO BE COMPLETED BY SHAVNEE STATE UNIVERSITY		
NAME OF PERSON COMPLETING FORM		
DATE	TITLE	PHONE
NO DEPARTMENT	NO EMAIL	NO PHONE
INDEPENDENT CONTRACTOR BUSINESS/INDIVIDUAL NAME	INDEPENDENT CONTRACTOR CONTACT NAME	INDEPENDENT CONTRACTOR CONTACT PHONE
INDEPENDENT CONTRACTOR STREET ADDRESS	INDEPENDENT CONTRACTOR CITY/STATE/ZIP	INDEPENDENT CONTRACTOR CONTACT EMAIL
LOCATION OF SERVICE	UNIVERSITY BUDGET ACCOUNT NUMBER	
DATE & TIME OF SERVICE TO BE PROVIDED (for one day agreements)		
EFFECTIVE DATE OF AGREEMENT AND TERMINATION (for agreements that extend beyond one day) This agreement shall become effective on the date of last signature below and shall terminate on _____. (Exceptions must be detailed here or in Exhibit A.)		
BRIEF DESCRIPTION OF SERVICE, AS DETAILED IN EXHIBIT A		
TOTAL COMPENSATION (if required, detailed compensation terms can be included in Exhibit A.) \$ _____		

SHAVNEE STATE UNIVERSITY'S POLICY ON ETHICS AND CONFLICT OF INTEREST

I have reviewed this contract and am satisfied with its description of the goods and/or services to be provided to the University. I acknowledge and accept the University's obligation as described in this agreement. I certify that neither I nor any department employee involved with the selection of this contract or review of this contract has a personal, family, or business relationship with the vendor. (If there is a business or family relationship, contact General Counsel at Ext. 3046 for details.)

Ethics Bulletin: http://ethics.shsu.edu/guidelines/factsheets/bulletins/gifts_and_entertainment.pdf

Ethics Commission Information Sheet: <http://ethics.shsu.edu/education/factsheets/infoSheet3/StateContracts.pdf>

Sign Here: _____ Signature _____ Date _____

Contractor shall undertake the work and activities set forth in the supporting document, which is attached hereto as Exhibit A ("the Services"). In the event of a conflict between the provisions of this Agreement and any statement of work, the provisions of this Agreement shall prevail.

NOW, THEREFORE, in consideration of the promises and mutual agreements contained herein and in accordance with the **Terms and Conditions on the NEXT PAGE**, the parties have duly executed this Agreement as of the last date set forth below.

Sign Here: _____ Signature _____ Date _____

Sign Here: _____ Signature _____ Date _____

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ESTATE AGENCY AGREEMENT FOR SALE OF RESIDENTIAL PROPERTIES IN HONG KONG **FORM 3**

GENERAL CAUTION: Read this Agreement carefully and follow its instructions. If you do not understand any thing in this Agreement then ask for an explanation to be given. If you do not understand or agree with any explanation given then it is best to consult your solicitor before signing this Agreement.

Information note: Where any thing in this Agreement is followed by a number in brackets (e.g. ⁽¹⁾), then immediately read the explanatory note that bears that number in Schedule 4 to this Agreement. Where any thing in this Agreement refers to a Schedule to this Agreement, then immediately read that Schedule.

1. Appointment of Agent and Validity Period of this Agreement

I/We, _____ ("Vendor"), appoint _____ ("Agent⁽¹⁾") subject to and in accordance with the terms of this Agreement to act as my/our exclusive⁽²⁾/non-exclusive⁽¹⁾ agent in the marketing of _____ ("Property"). This Agreement shall take effect on _____ (D/M/Y) and expire on _____ (D/M/Y) (both days inclusive) ("Validity Period").

[CAUTION: In the case of exclusive agency, the Vendor may be liable to pay commission to the Agent even if the Property is not sold through the Agent within the Validity Period. The Vendor should therefore consider carefully when he enters into an exclusive agency relationship with the Agent. Special obligation to be performed by the Agent under exclusive agency may be specified as extra terms under clause 1.3.]

2. Agency Relationship and Duties of Agent

The Agent agrees with the Vendor that -

- (a) the agency relationship between them in respect of the Property shall be a single agency/dual agency/potentially dual agency⁽³⁾⁽⁴⁾;
- (b) in the case of dual agency, the Agent shall as soon as is practicable disclose in writing to the Vendor the amount or rate of commission to be received by the Agent from a purchaser;
- (c) in the case of potentially dual agency, the Agent shall as soon as is practicable after dual agency arises disclose in writing to the Vendor such agency relationship and the amount or rate of commission to be received by the Agent from a purchaser; and
- (d) The Agent's duties shall be as set out in Schedule 1 to this Agreement, in addition to the duties placed on the Agent by this Agreement or any enactment.

3. List Price [CAUTION: The Vendor does not confer upon the Agent, by virtue of this clause, the right to accept an offer on behalf of the Vendor. The list price is for the purpose of listing and advertising only.]

The list price shall be Hong Kong Dollars _____ (HK\$ _____). The list price can only be varied with written instructions of the Vendor and such instructions shall form part of this Agreement.

4. Commission

The provisions of this Agreement applicable to the commission to be paid by the Vendor to the Agent shall be as set out in Schedules 2 and 4 to this Agreement⁽⁵⁾.

5. Property Information

The Agent shall provide to the Vendor the Property Information Form including the Vendor's Statement prescribed under the Estate Agents Practice (General Duties and Hong Kong Residential Properties) Regulation duly completed and signed by the Agent.

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