



**Apartment  
Selector®**

**Free Service Since 1959**

PO Box 8510 Prairie Village, KS 66208 913-653-9090  
Email: [kansascity@aptselector.com](mailto:kansascity@aptselector.com) Fax 913-273-4456

Dear Manager,

Apartment Selector has a history of being a guaranteed source of prospective residents that meets your occupancy requirements and fills your vacancies. Each prospective resident is interviewed to determine place of employment, individual housing needs and other qualifying information. We then contact your management personnel to verify vacancies, register the prospective resident and summarize the individual's qualifications. While we save you the time by referring only prospective residents that meet your occupancy needs, you lease to only those that you choose. You pay only for prospective residents that lease.

Our Fee is:       65% of one month's rent for regular term leases (6 months or greater)  
                      30 % of one month's rent for short-term leases (3-5 month)

All fees are based on the regular net monthly rent. For a regular term lease we offer a credit in the event you do not receive 3 full month's rent. Our fee is 20% of the total rent collected.

Credit terms are based upon your accepting our referral as an occupant and receiving the initial rent. All invoices are due upon move-in and past due after 30 days. It is our practice to suspend referrals when a community has invoices over 45 days past due. Past due invoices will carry interest at the maximum allowed by law and will be turned over to attorney for collection. Increased fees over our standard fee shall amend this agreement until the fee is discontinued in writing, at which time the fee in this agreement shall reapply.

When one of our clients is offered other properties you own or manage, the same fee is due us. You agree to not refer our clients to non-affiliated properties or other rental agencies. All fees required of our client must not exceed those quoted to prospects from other sources. Our clients are entitled to all inducements, discounts, or rent reductions offered to other prospects. All fees are to be paid to Apartment Selector.

If you agree to the terms listed above, please list the communities you wish serviced on the following sheet, sign and return one copy to us and retain the copy for your records. The parties agree that a faxed copy of this agreement or email confirmation is acceptable in place of an original.

Cordially yours,

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Luke Wilson   Email: [luke-kc@aptselector.com](mailto:luke-kc@aptselector.com)

America's Oldest and Largest Rental Referral Service INDEPENDENTLY OWNED AND OPERATED

Page 2 Listing Agreement with Apartment Selector

In the event you sign this listing on the behalf of an owner, then we must have the owner's full name, business address and phone number to hold you harmless. The individual signing below warrants that they have the authority as the owner or owners' representative to execute this listing. Apartments Selector may rebate a portion of its fee to the resident, use the properties in advertisements, place signs on the property, and distribute information about the communities and to pay commissions to brokers or other parties. Any pictures and or floor plans belonging to the owner for use in advertising and leasing may be used by Apartment Selector to give to clients and have available for access off Apartment Selector's website.

It is agreed that registration of prospects may be by calling, fax, email or in person by the prospect.

Either party may cancel this agreement in writing and all referrals made prior to receipt of written notice will be due regardless of move-in date. Unless otherwise terminated this agreement will terminate 10 years from the effective date. This listing agreement is a non-exclusive listing and covers all communities managed or owned by your company now or hereafter acquired. The parties agree to abide by Fair Housing Regulations and Laws.

Yes, we would like for Apartment Selector to send us prospects as outlined above and I have listed below the communities we want serviced.

AGREED TO THIS THE \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_, BY THE UNDERSIGNED:

Company \_\_\_\_\_ By:  
\_\_\_\_\_

Address: \_\_\_\_\_ City, State, and Zip Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

**Communities for us to Service**

Community: \_\_\_\_\_ Phone: \_\_\_\_\_

Community: \_\_\_\_\_ Phone: \_\_\_\_\_

Community: \_\_\_\_\_ Phone: \_\_\_\_\_

Community: \_\_\_\_\_ Phone: \_\_\_\_\_

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Community: \_\_\_\_\_ Phone: \_\_\_\_\_

Community: \_\_\_\_\_ Phone: \_\_\_\_\_

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