

DEAL CLOSURE FORM

Lease:

Sale:

Invoice Date: _____ Expected Payment Date: _____ Lease Expiry Date: _____

Seller/ Landlord	
Company	
Premises Address	
Contact Person	
Tel	
Mobile	
Email	
Postal Address	
VAT Number	
Notes	

Purchaser/Tenant	
Company	
Premises Address	
Contact person	
Tel	
Mobile	
Email	
Postal Address	
VAT Number	
Notes	



Commission	
Amount	
Company	
Broker 1 - Name	
Amount	
Broker 2 - Name	
Amount	

DEAL CLOSURE CHECKLIST

Offer To Lease (countered by both parties)

Signed Lease/ Sales Agreement

FICA Docs	
Copy of ID	
CK Doc	
VAT Reg Docs	
Proof of Residence	
Copy of Banking Details	
Credit Check (For All Private Landlords)	
Deal Closure Form	
Commission Calculation (Excel Screenshot)	

