



KINGWOOD OFFICE

FIRST MONTH RENT (COMMISSION)

To make it more convenient, your clients have the option to send First Month Rent (commission) via Zelle as well as cashier's checks or money orders, personal checks are not acceptable.

We will only accept commission payment, not deposits. The deposit must be handled between the Landlord and Tenant. NO EXCEPTIONS!

Please share these instructions with your clients to ensure the Zelle payment will be applied to the appropriate transaction:

1. *Email address to send Zelle payment is payment@remaxuniversaltx.com, it will show payment registered to **WALLGOOD, LLC**. If you do not see **WALLGOOD LLC**, then the email address is incorrect. WALLGOOD LLC dba RE/MAX Universal, its owner, staff, agents, Broker, and affiliates will not be held responsible if payment is sent to the wrong person/entity.*

2. *Before sending the payment, write the property address and agent's name under "WHAT IS THIS FOR?"*

Please reiterate to your clients that we will not be responsible if the money is sent to the wrong person/entity. Once you send money via Zelle it is gone!

Once the payment is received, you will receive a copy of the Zelle receipt so you can add it to your transaction in Workspace.