

Lenson Realty

☒ Closing Out a Transaction – Sales & Rentals

Lenson Realty | Transaction Wrap-Up Guide

Before you consider a deal fully closed, please make sure you've completed the steps below. This ensures smooth processing, timely payment, and full compliance.

◇ 1. Submit Your File

You can choose either option:

Option A: Drop-Off (Paper)

📍 8492 NW 15th Court, Coral Springs, FL 33071 (*Dan's home – do not share this address externally*)

Use the **black drop box on the left (garage side)**

Code: 000

Label the file with your name and transaction address

Option B: Upload (Paperless)

File upload link will be provided

Make sure documents are labeled and in order

◇ 2. Include the Closing Check List and all the Required Documents

◇ 3. Collect your Commission

- You will be notified by email/text once your check is ready
 - Checks can be picked up at the Coral Springs address or mailed upon request
-

◇ 4. Referral Bonus Reminder

Referred an agent who closed a deal? You earn **\$200 per closing** (up to \$1,000 per agent). No tracking required — we handle it!
