

## AGENCY AGREEMENT/LIMITED AGENT AUTHORITY COMMONWEALTH OF PENNSYLVANIA

If an agent is involved in any manner with the Lease, this Agency Agreement must be completed. If there is a change in property ownership, agent, or remittance address, Lessor must provide an updated Agency Agreement to avoid delays in rental payments.

Solicita	tion/Lease No.	,							
Solicita	tion/Leased Property Address								
			Federal I.D. No. (Last 4 digits)						
Lessor	Address								
Lessor Phone Fax				Email					
Lessor	Commonwealth Vendor No. (If registered)								
Agent				Federal I.I	D. No. (La	st 4 digits)			
	Address								
Agent F	Phone	Fax		Email					
1.	Does power of agent terminate on execution of lease?						Yes	No	
2.	2. Is agent authorized to sign option for proposed Lessor?						Yes	No	
3.	3. Is agent authorized to sign lease agreement or amendments from proposed Lessor?						Yes	No	
4.	4. Is agent authorized to sign change orders and consent forms for leasehold improvements for the proposed Lessor?						Yes	No	
5.	. Is agent to collect rent if lease is executed?						Yes	No	
6.	Is agency to be binding during entire lease term? (Note: if agency is terminated, notice must be forwarded to Bureau of Real Estate immediately.)						Yes	No	
7.	Is agent authorized to issue written notice of termination at expiration of lease term?						Yes	No	
8.	If applicable, professional license number of agency								
9.	Rental Checks to be payable to By ACH					Mail			
10.	If Rental Checks are mailed, send to								
Further	statement to clarify agent's authority								
SIGNATURE OF AGENT		DATE	SIGNATURE OF LESSOR	D			ATE		
TYPE NAME OF AGENT			TYPE NAME OF LESSON	3					
SIGNATURE OF AGENT [		DATE	SIGNATURE OF LESSON	₹	D			ATE	
TYPE NAME OF AGENT			TYPE NAME OF LESSO	R					
SIGNATUF	RE OF AGENT	DATE	SIGNATURE OF LESSON	3		DA	TE		
TYPE NAME OF AGENT			TYPE NAME OF LESSON	₹					