

# DMS Memo

(8/5/14)

The Department of Management Services, Division of Real Estate Management has signed Amendment #1 to both Tenant Broker contracts. This amendment was issued to clarify the commission structure of the contracts. Effective **immediately** please use the updated Commission Agreement (FM 4097) found on our web site.

## [FM-4097 Commission Agreement](#)

We have also taken this opportunity to add the following forms to our [forms library](#):

[Engagement Checklist](#) and a sample tenant broker [Scope of Work](#). Please remember that the contract requires (Section 2.1.1) that agencies attach one of these documents to the purchase order for services for each transaction. The Engagement Checklist is part of the executed contract, and should not be altered. The Scope of Work is a draft document that agencies can customize as they and the brokers see fit.

[Use of Credit Hours](#) may be submitted by an agency requesting to use pool tenant broker credit hours for work desired by a tenant broker. The credits can be used for general real estate services (in lieu of paying a broker) or to offset commissions to be paid to a broker. When submitting the Use of Credit Hours, agencies should attach either a scope of work, or an outline of services to be performed. Should an agency want to offset commission payments, the request must be submitted before the lease prior approval is sent to the Bureau of Leasing.

[Tenant Broker Evaluation](#) form has been updated to a simpler format. The intent of the new design is to allow for quicker completion by agencies. Please begin using this form immediately.

[Agency Authorized Signature](#) forms for the 2014-2015 fiscal year were due July 31. If you have not already submitted your form, please do so as quickly as possible to ensure prompt processing of your paperwork.