



AGENT AGREEMENT/LIMITED AGENT AUTHORITY COMMONWEALTH OF PENNSYLVANIA

If an agent is involved in any manner with the Lease, this Agent Agreement Form (GSRE-47) must be completed. If there is a change in property ownership, agent, or remittance address, Lessor must provide an updated Agent Agreement to avoid delays in rental payments.

Solicitation/Lease No. _____

Solicitation/Leased Property Address _____

LESSOR INFORMATION: The Lessor can register for a Non-Procurement Vendor Number using the link below: Non-Procurement Vendor Help | Commonwealth of Pennsylvania. The Lessor information entered on this Agent Agreement must match the information entered in your Vendor record and on the Lessor Identity Disclosure Form (GSRE-6).

Lessor Commonwealth Non-Procurement Vendor No. _____

Lessor Name _____ Federal I.D. No. (Last 4 digits) _____

Lessor Address _____

Lessor Phone _____ Email _____

AGENT INFORMATION: If the agent will be receiving rental payments, they must register for a Non-Procurement Vendor Number to establish a partner record to the Lessor. Registration can be completed using the following link: Non-Procurement Vendor Help | Commonwealth of Pennsylvania. The Agent information provided in this Agent Agreement must exactly match the details used to create the Vendor record and those listed on the Lessor Identity Disclosure Form (GSRE-6).

PARTNER RECORD: Once this agreement is fully completed and submitted, the Department of General Services (DGS) will initiate the request to create a partner record.

Agent Commonwealth Vendor No. (If registered) _____

Agent Name _____ Federal I.D. No. (Last 4 digits) _____

Agent Address _____

Agent Phone _____ Email _____

- 1. Is agent authorized to negotiate Lease Agreement and/or Amendment terms on behalf of the Lessor? [] Yes [] No
2. Is agent authorized to sign Lease Agreement and/or Amendments for Lessor? [] Yes [] No
3. Is agent authorized to sign Change Orders and/or Consent Forms for leasehold improvements for the Lessor? [] Yes [] No
4. Is agent authorized to issue written notice of termination at expiration of Lease term? [] Yes [] No
5. Is rent payable to agent via ACH if Lease is executed? (requires partner number) [] Yes [] No
6. Is this Agent Agreement to be binding during entire Lease term? (Note: if agent is terminated, notice must be forwarded to Bureau of Real Estate immediately) [] Yes [] No
7. Is the agent authorized to sign acceptance/inspection forms (GSRE-42N) on behalf of the Lessor? [] Yes [] No
8. If applicable, professional license number of agent/agent's business/brokerage _____
9. Which entity should receive the 1099 reporting? [] Lessor [] Agent

SIGNATURE OF AGENT _____ DATE _____

SIGNATURE OF LESSOR _____ DATE _____

TYPE NAME OF AGENT _____

TYPE NAME OF LESSOR _____

SIGNATURE OF AGENT _____ DATE _____

SIGNATURE OF LESSOR _____ DATE _____

TYPE NAME OF AGENT _____

TYPE NAME OF LESSOR _____