



## 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. (If registered) \_\_\_\_\_

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

Lessor Address \_\_\_\_\_

Lessor Phone/Email (\*required) \_\_\_\_\_ Email \_\_\_\_\_

**AGENT INFORMATION:** A partner record must be created for the **Agent** if the **address for the payment differs** from what has been entered in the Lessor's Vendor record. The Agent must register for a partner number using the link below:  
[Change Payment Address or Create a New Payment Address](#).

A [Direct Deposit Enrollment Form](#) is required if a partner record for the **Agent** is created/approved **and the banking differs** from what was entered on the Lessor's Vendor record.

Agent Commonwealth Vendor No. (If registered as a partner) \_\_\_\_\_

Agent \_\_\_\_\_ Federal I.D. No. (Last 4 digits) \_\_\_\_\_

Agent Address \_\_\_\_\_

Agent Phone/Email (\*required) \_\_\_\_\_ Email \_\_\_\_\_

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