

# QUEST ASSET MANAGEMENT

## RENT CONCESSION REQUEST

The rent concession request form is required for any payment that is applied in OneSite / I-Cam using the concession [CONC] code. All rent concessions must be approved by the regional supervisor [via fax] even if previously provided permission to offer a concession. Repetitive concessions provided throughout a particular lease term, for a consistent amount, will only require one, initial approval.

**NOTE: PLEASE KEEP A COPY OF THIS FORM FOR YOUR RECORDS AND INCLUDE A COPY IN YOUR MONTH END PACKET TO CORPORATE.**

Property Name: \_\_\_\_\_

Residents Name: \_\_\_\_\_

Apartment Number: \_\_\_\_\_ Move-in Date: \_\_\_\_\_

Explanation of Concession: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Concession Amount: \$ \_\_\_\_\_

Date concession is to be applied: \_\_\_\_\_

\_\_\_\_\_  
Property Manager

\_\_\_\_\_  
Date

\_\_\_\_\_  
Regional Supervisor

\_\_\_\_\_  
Date