

# Riviera Beach CRA Payment Authorization Checklist

Vendor Name: CBRE  
 DEAL ID: \_\_\_\_\_  
 Control No.: 2015-824940 Invoice No.: 2015-824940-007  
 Invoice Date: 2/4/2016 Payment Amount: \$ \$2,300.<sup>00</sup>

Project Supervisor/Responsible Official: MARK Blomeke  
 RE: Pursuant to CBRE Restaurant Row Agreement - Retainer Fee

	Reviewed/Approved by
<input checked="" type="checkbox"/> Project "scope of work and deliverables" reviewed ?	<u>NB</u>
<input checked="" type="checkbox"/> Payment support documentation appropriate based on work scope ?	<u>NB</u>
<input checked="" type="checkbox"/> Deliverables due with this invoice have been received ?	<u>NB</u>
<input checked="" type="checkbox"/> If final payment, have all deliverables been received ?	<u>N/A</u>
<input checked="" type="checkbox"/> Amount of payment is in agreement with payment schedule or is appropriate and is within the limits of the total agreement amount, on a cumulative amount basis ?	<u>NB</u>
<input checked="" type="checkbox"/> Expense reimbursement amounts meet Agency guidelines or amounts approved by the agreement.	<u>N/A</u>
<input checked="" type="checkbox"/> The nature of work being performed is within the scope of the CRA plan.	<u>NB</u>
<input checked="" type="checkbox"/> Funds for payment have been budgeted and are available from the appropriate source(s) for payment.	<u>NB</u>

The invoice and supporting documentation have been reviewed and it is approved for payment.

RECEIVED BY: 2/4/16  
 FINANCE \_\_\_\_\_  
 CDC \_\_\_\_\_  
 PLANNING & DEVEL \_\_\_\_\_  
 ADMIN DIRECTOR \_\_\_\_\_  
 NEIGHBORHOOD SERV \_\_\_\_\_  
 MARINA FACILITIES \_\_\_\_\_  
 CLEAN & SAFE \_\_\_\_\_  
 EXECUTIVE DIRECTOR \_\_\_\_\_

\_\_\_\_\_  
 Approving Authority

Date: 2-10-16

Payment approved by the Board of Commissioners by Motion No. 2015-27 or the Consent Agenda, at its meeting on Aug 11, 2015. (If applicable)

processed 2/9/16/ke  
Entered 2-8-16



# INVOICE : 2015-824940-007

**DEAL INFORMATION:**

Deal ID: 2015-824940  
 Customer: RIVIERA BEACH COM REDEVEL AGENCY

Property Name: RIVIERA BEACH MARINA PROJECT  
 Property Address: 200 E 13TH STREET  
 RIVIERA BEACH, FL 33404  
 Office Deal#: M15 019 JAX

Producer Name: Lee Ann Korst

**Bill To:**

RIVIERA BEACH COM REDEVEL AGENCY  
 2001 BROADWAY  
 RIVIERA BEACH, FL 33404  
 UNITED STATES  
 ATTN: MARK BLOMEKE

Invoice Date: 02/04/2016

Federal Tax ID: 95-2743174  
 CBRE Contact: Ruthann Sadowski  
 CBRE Contact Ph#: 904/630-6361  
 CBRE Contact Email: ruth.sadowski@cbre.com

**CONSIDERATION/COMMISSION CALCULATION:**

Charge Description	Qty	UOM	SQFT	Amount	Consideration	Comm %	Commission Amount
Other Brokerage Fee	9.00	PMT	0.00	\$2,300.00	\$0.00	0.00%	\$20,700.00
<b>Total Consideration :</b>					<b>\$0.00</b>	<b>Total Commission:</b>	<b>\$20,700.00</b>

**INVOICE DETAIL:**

Due Date	Description	Amount Due
02/11/2016	BROKERAGE RETAINER	\$2,300.00
<b>Total Invoice Due:</b>		<b>\$2,300.00</b>

**DEAL PAYMENT HISTORY**

Payment Received Date	Check #	Invoice # Applied	Payment Received
12/15/2015	000094	2015-824940-001	\$2,300.00
12/15/2015	000094	2015-824940-002	\$2,300.00
12/15/2015	000094	2015-824940-003	\$2,300.00
<b>Total Payment Received To Date:</b>			<b>\$6,900.00</b>

**Comments :****DEAL SUMMARY:**

Transaction Commission:	\$20,700.00
Plus: Reimbursable Expense:	\$0.00
<b>Total Amount Due :</b>	<b>\$20,700.00</b>
Less: Outside Broker paid by Client:	-\$0.00
Amount Due to CBRE:	\$20,700.00
Less: Total Paid To Date:	-\$6,900.00
Remaining Balance Due:	\$13,800.00
<b>Total amount Due this Invoice:</b>	<b>\$2,300.00</b>
<i>Future Installments:</i>	\$4,600.00
<b>Previous Invoice(Unpaid Amount):</b>	<b>\$6,900.00</b>
<i>Outside Broker paid by CBRE (Included in the Total Amount Due):</i>	\$0.00

**REMITTANCE INSTRUCTION:**

Please include invoice with payment

**PLEASE MAIL YOUR CHECK TO THIS ADDRESS:**

CBRE, Inc.  
 Location Code 2090 P.O. Box 406588  
 Atlanta  
 GA 30384 6588