

COMMISSION DISBURSEMENT

Date:		Residential or Commercial	
Property Address			
City:		County	Zip
CMLS#		Status of Sale	
Contract Date		Proposed Closing	

CLOSINGS COST PAID BY:		\$	
FINANCING TYPE (example: VA, Conv, Cash, Assum, Owner, Other)			
MORTGAGE COMPANY:			

Earnest Money Deposit held by:		\$	
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Sellers

Buyers

Seller		Buyer	
Email		Email	
Seller's Agent:		Buyer's Agent:	
Company:		Company:	
Referring Agent:		Referring Agent:	

Sales Price	\$	-
Broker Comp	%	
Referral Fee	%	

Sales Price	\$	-
Broker Comp	%	
Referral Fee	%	

Contract Check List	
Fully executed Contract	Copy of Earnest Money
Signed Buyer Agency	Earnest Money
Signed Property Disclosure	Broker Recommendation
Lead Paint/Tax Info	Wire Fraud

Source of Business	
Sphere <input type="checkbox"/>	Web Site <input type="checkbox"/>
Agent Referral <input type="checkbox"/>	Sign Call <input type="checkbox"/>
Boom Town Lead <input type="checkbox"/>	Call in <input type="checkbox"/>
Other <input type="checkbox"/>	Past Client <input type="checkbox"/>

Office Use Only	
Earnest Money Deposit	
Earnest Money Logged	
Entered in MEMO	
Earnest Money Accounting	