



**AGENTS COMMISSION DISBURSEMENT FORM**  
**(Please fill out completely)**

AGENT NAME: \_\_\_\_\_

AGENT CURRENT PLAN: \_\_\_\_\_ 100% OR \_\_\_\_\_ 90%

PROPERTY ADDRESS: \_\_\_\_\_  
\_\_\_\_\_

SALE CLOSED AT: \_\_\_\_\_

TITLE COMPANY

ON

DATE

AGENT REPRESENTED THE: \_\_\_\_\_ SELLER OR \_\_\_\_\_ BUYER

AGENT WAS A PRINCIPAL IN THIS SALE: \_\_\_\_\_ (Yes OR No)

OUTSIDE REFERRAL: YES \_\_\_\_\_ NO \_\_\_\_\_ Referral %: \_\_\_\_\_  
(Include a copy of executed referral agreement & referring company W-9 form)

<b>**TRA/</b>	<b><u>SACTION TYPE:</u></b>
<input type="checkbox"/>	Regular
<input type="checkbox"/>	New Construction
<input type="checkbox"/>	Short Sale
<input type="checkbox"/>	Bank Owned
<input type="checkbox"/>	REO
<input type="checkbox"/>	HUD

**"GROSS COMMISSION"**

Gross Check from Closing: \_\_\_\_\_

Other Credits: ( Fee/Add'l Comm) \_\_\_\_\_

**Total Commission & Credits:** \_\_\_\_\_

**AGENT PAYMENT OPTIONS:**

**1) PAID AT CLOSING** (Highly Recommended)

\*Submit a complete transaction file UPON EXECUTION

\*Submit PAC up to 48 hours PRIOR to closing date.

**2) Mailed Check**

\*Submit a complete transaction file UPON EXECUTION

\*Office will cut and mail check upon receipt

**3) Pick Up Check** (Must be requested per file)

\*Submit a complete transaction file UPON EXECUTION

\*Please specify pick-up preference in "Notes" section of file

\*i.e. "AGENT WILL PICK UP CHECK. DO NOT MAIL"

\*Checks will not be released without completed file in the system\*

**"ADJUSTMENTS TO YOUR COMMISSION"**

Transaction Fee: **\$295.00**

Error & Omission Insurance: \_\_\_\_\_  
or  
Principal FEE \_\_\_\_\_

MLS Fee (if applicable) \_\_\_\_\_

Monthly Dues: \_\_\_\_\_

Outside Referral. \_\_\_\_\_ -

Charitable Donations: \_\_\_\_\_

**\*Total Adjustments:** \$ \_\_\_\_\_

**"NET COMMISSION PAYABLE"**

**Total Commission & Credits** \$ \_\_\_\_\_ -

**\*Total Adjustments** minus \$ \_\_\_\_\_ -

**Net Commission:** \$ \_\_\_\_\_