

AGENT SETTLEMENT PACKAGE CHECKLIST

Commission checks will be processed only after receiving a complete settlement package. No exceptions can be made.

Date: _____
Agent Name: _____
Property Address: _____

Total Commission: \$ _____ total to Realty Advantage per ALTA
Commission to Agent: \$ _____ to You
Commission Split: \$ _____ to other RA Agent (_____)
Referral Commission: \$ _____ to other Broker (_____)

****If there is a referral payable to another broker, you must provide a completed Form W-9.****

Referral Broker Address: _____

Referral Broker Number: (_____) _____ - _____

For Sales Contracts: (agent to initial each applicable item)

____ Signed CD/ALTA/HUD-1
____ Check from title company
____ All outstanding items from broker contract review have been resolved
____ Copies of all addenda, inspection reports, etc. provided for office file

For Listings: (agent to initial each applicable item)

____ Signed CD/ALTA/HUD-1
____ Check from title company
____ Sign removal request confirmation from LJS
____ All outstanding items from broker contract review have been resolved
____ BrightMLS status updated to 'Sold'
____ Copies of all addenda, inspection reports, etc. provided for office file

Administrative Use Only:

(Admin to initial each applicable item)

____ Settlement package received from agent Date _____
____ Verified completed checklist attached with ALTA and check(s)
____ Verified all settlement package items are provided (including sign removal, W-9, etc.)
____ Delivered to manager for review & process Date _____

Notes: