

Subject Property Address: _____

Buyer Name(s): _____

Buyer Email: _____ **Buyer Phone:** _____

Buyer Agent Name: _____ **Agency Name:** _____

Agent Email: _____ **Agent Phone:** _____

If you have a transaction or coordinator or admin that needs copied on communication, please list them below.

Admin Name: _____ **Admin Email:** _____

Will there be a transaction or admin fee, other than commissions, for this closing? [] YES [] NO

If you marked YES, what is the amount of the fee? _____

COMMISSIONS

Method of commission receipt: [] In-Office Pickup [] Wire* [] Overnight Check* [] Standard USPS Mail*

*Note: We do not charge to wire or overnight commissions to our agents. If you would like your commission wired, please provide us with your agency wiring instructions. If you opt into the USPS mail option, please advise it could take 3-5 business days for the check to arrive.

Commission paid to Listing Agent: \$ _____ OR _____%

Commission paid to Buyer's Agent: \$ _____ OR _____%

Realtor Commission TOTAL: \$ _____ OR _____%

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