

REALTOR INFORMATION SHEET

Property address: _____
Representing? _____

AGENT: _____ Phone # _____

AGENT LICENSE: _____

AGENCY: _____

AGENCY LICENSE: _____

(e-mail) _____

Total commission _____ %, to listing agent _____ %, to selling agent _____ %

Additional fees payable to your firm? _____ (FLAT FEE)

Commission Check: Pick up _____ or Mail To: _____

HOW WOULD YOU LIKE TO RECEIVE YOUR COMMISSION?

Pick up _____ UPS Overnight _____ (\$55) Wire _____ (\$55)

*To send a wire, we must have wiring instructions from your bank that we can call and verify.
We will send you a wire request from CERTIFID.*

*Once all parties have executed the documents, the real estate attorney will send copies of the loan documents to the lender.
WE will record the deed and deed of trust with the Register of Deeds office, disburse the proceeds, make any payments (such as commissions to any real estate agents involved in the transaction and fees to lenders).*

AGREED TO: _____

REALTOR'S SIGNATURE

DATE: _____