

Closing and Commission Check Submission Log

We aim for same-day payment, but please allow 24 hours for payment to be processed and disbursed. Payments are only processed and disbursed on business days which the offices are open.

Note: commission payments cannot be disbursed if there are required documents or pending corrections in the transaction. Contact DeDe or Chris with any questions or concerns. Thank you for all of your hard work!

Cheat Sheet

Closing process:

- Complete Closing Submission Log in its entirety
- Submit to Paperless Pipeline:
 - copy of completed Closing and Commission Check Log
 - remaining corrected documents
 - missing documents
 - Settlement Statement
 - copy of commission check
 - any referral or special circumstance documents
- Submit paper commission check directly to a member of BHGRE Alliance Management

Need Assistance?

DeDe

- Primary administrator
- Fields all first-level questions
- Reviews documents
- Maintains files
- Transaction communication
- Accepts commission checks
- Processes commission checks
- Distributes paper commission checks

Chris

- Fields all broker-level questions
- Resolves special circumstances
- Processes commission checks

Hayley

- Assists with document review and maintenance of files as needed
- Accepts commission checks
- Prints and distributes paper commission checks
- Provides training
- Provides technical support