

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!

This form must be completed in its entirety.

Date Submitted ____ / ____ / ____ Time Submitted ____ : ____ am / pm Closing Date ____ / ____ / ____

Property Address _____

Source of Business SOI Website Client Referral Syndication (Zillow, etc.) Corporate Referral
 Open House Sign Call Cartus Other _____

Label Cartus Cartus Corporate Commercial Commercial Land Commercial Lease FSBO HUD Land Lease
 New Build Referred Out REO REO Transaction Broker Traditional Transaction Broker USAA / Navy Federal

(initial) _____ **I have submitted a copy of the Commission Check to Paperless Pipeline.**
(initial) _____ **I have submitted all corrected or missing documents submitted to Paperless Pipeline.**

I used and have returned a BHGRE Alliance: Yard Sign Yes No If so, East West Sign # ____ Lock Box Yes No If so, Box # _____

Referral? Yes No Split ____% (to BHGRE Alliance Agent) Mailing Address for Referral Check _____
Brokerage giving referral _____ Brokerage receiving referral _____
Agent giving referral _____ Agent receiving referral _____

Title Company _____ Check Number _____ Commission Amount \$ _____, _____ . _____

(initial) _____ **I have submitted the paper check directly to a member of staff.** Who received the check? _____

(initial) _____ **Outstanding Balance** (choose one) Deduct any outstanding balance from my check.
If you do not have a balance choose >>> Call me to confirm any outstanding balance before deducting from my check.
 I will pay any outstanding balance in another form at a later time (check, PayPal, etc.)

Preferred Form of Payment Direct Deposit Paper Check Which office would you like to pick up your paper check from? East West

Agent Name _____ Agent Signature _____

Notes: _____

Office Use Only