

## AGENT – CLOSING SUMMARY

Agent's Name \_\_\_\_\_ Closing Date \_\_\_\_\_

Property \_\_\_\_\_ City \_\_\_\_\_

Client's Name \_\_\_\_\_ Closing Office \_\_\_\_\_

I am representing (under legal contract to):  The Seller  The Buyer  DUAL - Both Seller & Buyer (never recommended)  Neither Seller or Buyer

I am handling the paperwork for but NOT under legal contract to:  The Seller  The Buyer  Both Seller & Buyer  N/A

### ACCOUNTING

Check here if EMD is already on file in our office

Client BA / Doc Retention - \$395.00	\$ _____	
+ Agent Commission	\$ _____	
+ Agent Referral Fee	\$ _____	Pay to: _____
+ Client Commission Rebate	\$ _____	Pay to: _____
+ Other:	\$ _____	Pay to: _____
<b>Equals TTL Money To Account For:</b>	<b>\$ _____</b>	

NOTES: \_\_\_\_\_

DOCUMENTATION \* All closings must be complete prior to commission payment. Files in PDF format (letter sized) should contain the following documentation (in order) and submitted to accounting. Please EMAIL all documentation to the office after closing transaction.

#### Closing Documentation (All Closings)

\_\_\_\_ Copy of SOLD MLS Listing Card

\_\_\_\_ Copy of Commission Checks

\_\_\_\_ Closing Authorization

\_\_\_\_ Settlement Statement

\_\_\_\_ Purchase Agreement

\_\_\_\_ Seller's Disclosure

\_\_\_\_ Lead Based Paint Disclosure

----- NEW CONSTRUCTION  
(Not subject to LBP & Sellers Disclosure)

#### Listing Documentation (when representing Seller)

\_\_\_\_ Agency Disclosure

\_\_\_\_ Listing Agreement

#### Selling Documentation (when representing Buyer)

\_\_\_\_ Agency Disclosure

\_\_\_\_ Buyer's Agency Agreement

#### Misc Documentation

\_\_\_\_ Agency Disclosure (Non-represented party)

\_\_\_\_ Buyer is an Agent notice. If Seller is an Agent, add statement to Seller's Disclosure and MLS Marketing Comments

Agent's Signature \_\_\_\_\_ Date \_\_\_\_\_  
(rev. 201912)