

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 \$ _____ EMD

Client BA / Doc Retention - \$395.00 \$ _____

+ Agent Commission \$ _____

+ Agent Referral Fee \$ _____ Pay to: _____

+ Client Commission Rebate \$ _____ Pay to: _____

+ Other: \$ _____ Pay to: _____

Equals TTL Money To Account For: \$ _____

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 Closings@JHenderson.com or via DotLoop after closing transaction.

Closing Documentation (All Closings)

____ 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. 202104)