



Checklist for commissions

Address \_\_\_\_\_

Name of Agent(s) and Co-Agent(s): \_\_\_\_\_

Name of Corresponding R/E Broker Office (If applicable): \_\_\_\_\_

Names of Buyer's: \_\_\_\_\_  
And Sellers \_\_\_\_\_

Listing and Buyer's Checklist: *Note: If answer is NO or NA fill out the comment section*

- Original Listing Contract Yes / No / NA Comment \_\_\_\_\_
- Exclusive Listing agreement & MLS exclusive certification if Applicable Yes / No / NA Comment \_\_\_\_\_
- Original Rental Deposit Form Yes / No / NA Comment \_\_\_\_\_
- Orig. Seller Agency Disclosure/Acknowledgment Yes / No / NA Comment \_\_\_\_\_
- Orig. Buyer's Agency Disclosure/Acknowledgement Yes / No / NA Comment \_\_\_\_\_
- Orig. Lead Paint Disclosure & Brochure Given Out Yes / No / NA Comment \_\_\_\_\_
- Original/Copy Property Condition Disclosure Forms Yes / No / NA Comment \_\_\_\_\_
- Sellers / Buyers Rights on Property Condition Disclosure Yes / No Comment \_\_\_\_\_
- Mortgage Referral Disclosure & Copy of Compensation Yes / No / NA Comment \_\_\_\_\_
- Copy of all Advertisements (Signed off by broker) Yes / No / NA Comment \_\_\_\_\_
- Copy of MLS Computer Printout Page & Report of Transaction To MLS if Applicable Yes / No / NA Comment \_\_\_\_\_
- Copy of Sales Agreement Yes / No Comment \_\_\_\_\_
- Copy of this Checklist (Filled out) & Copy of Check Yes / No Comment \_\_\_\_\_
- Copy of Referral or Co-Brokerage Paperwork Yes / No / NA Comment \_\_\_\_\_
- Copy of Commission Agreement Yes / No / NA Comment \_\_\_\_\_
- Copy of MLS/ Closing Commi \_\_\_\_\_  
inder and/or Offer Sheet Yes/ No / NA Comment \_\_\_\_\_  
rt:

Circle one: Selling/Showing Agent Buying Broker's Agent Listing Agent Both List and Sell

Total Commissions: \$ \_\_\_\_\_ Check#: \_\_\_\_\_ MLS#: \_\_\_\_\_

Payout %: \_\_\_\_\_ Expenses: Fees/Dues: \$ \_\_\_\_\_ Co-Broker / Referral Fee \$ \_\_\_\_\_

Office Use Only: NET PAYOUT \$ \_\_\_\_\_ DATE of Deposit : \_\_\_\_\_ CHECK#: \_\_\_\_\_