

COMMISSION REPORT

FMLS # _____ MLS # _____ Closing Date: _____

Property Street Address: _____

Client: _____

Listing Office Broker Code: _____ Listing Agent: _____

Selling Office Broker Code: _____ Selling Agent: _____

Closing Attorney: _____ Phone #: _____

Fax #: _____

_____ Earnest Money Held by ESR or (or \$0 if NOT held by ESR)
_____ + Attorney Check Amount

_____ = TOTAL ESR Commission (attorney check + ESR earnest money)
_____ -Transaction Fee (circle one): 60/40 70/30 80/20 100% Other _____

Commercial Sale or Lease 5% or \$300 whichever is greater
_____ - FMLS Fee .0012 x _____ Gross Sales Price (if FMLS listed or in an FMLS compulsory area)

_____ - Pay E&O Deduction Fee \$35per transaction
_____ - Prepay or Outstanding ESR Invoices (applied to account)

_____ - Referral _____ Company/Agent Name

_____ Mailing Address

_____ - Referral _____ Company/Agent Name
_____ Mailing Address

Referral check to be: Mailed / Direct Deposit / Pick up / Fed Ex (circle one)
_____ = Total Net ESR commission (Total paid to agent)

Make Check Payable to: _____
Name as it appears on real estate license or incorporation papers filed with ESR accounting ESR

Agent check to be: (please check one)
_____ Mailed to address on file or to:

** _____

**If a stop payment is required, I agree to pay a charge of \$50 and agree to wait 7 banking days for check to be re-issued.

Signature Required for address not on file: _____

- _____ Direct Deposit must have copy of voided check and ACH credit form on file
- _____ Pick up at 2330 Scenic Highway suite 307 (Monday—Friday 8:30AM—4:30PM)
- _____ Fed Ex \$20 charge without account or \$10 with supplied account
- _____ Pay at Closing

3 days prior to closing). Attorney must be approved and in Network and all documents including this commission report must be in Agent Back Office to receive a pay a close.

Agent Signature _____

By signing, agent certifies that the above stated commission disbursement is true and correct and that all company or partner referrals are detailed above for this transaction.

Fully executed contracts are to be submitted to the office within 72 hours of the binding agreement date. Violation of this timeframe will result in a \$50.00 administrative fee deducted from the Sales Associate's commission payment. Any Purchase and Sales Agreement turned into the office after closing with the HUD Settlement Statement will be subject to a \$150.00 administrative fee deducted from the Sales Associate's commission payment.

Listing Agent (Agent representing the Seller):

- ___ Exclusive Right to Sell (F1)
- ___ Dual Data Entry Forms
- ___ Purchase and Sale Agreement (F20, F23)
- ___ Copy of Earnest Money Check
- ___ Seller Property Disclosure Statement (F50 or F1)
- ___ Amendment to Remove Inspection (F105)
- ___ Termite Report (if required)
- ___ Instructions to Closing Attorney (F32)
- ___ ESR or ESRGA Commission Report (found on Agent page)
- ___ FMLS Form # 117 with fax confirmation
- ___ FMLS Form # 118
- ___ HUD-1 Settlement Statement
- ___ Affiliated Business Disclosure (if closing with MHS)
- ___ Selling Agent (Agent representing the Buyer):
- ___ Purchase and Sale Agreement (F20, F23)
- ___ Copy of Earnest Money Check
- ___ Affiliated Business Disclosure (ABAD)
- ___ Buyer Brokerage Agreement (F4)
- ___ Seller Property Disclosure Statement (F50 or F1)
- ___ Amendment to Remove Inspection (F105)
- ___ Termite Report (if required)
- ___ Instructions to Closing Attorney (F32)
- ___ ESR or ESRGA Commission Report (found on Agent page)
- ___ FMLS Form # 118
- ___ HUD Settlement Statement
- ___ Amendment to Change Closing Date(if required)

Commission Report

CHECK LIST OF DOCUMENTS REQUIRED IN FILE

- Earnest money amount is correct
- Earnest money has been correctly credited on HUD-1
- Attorney check amount is correct
- Attorney check is payable to ESR or ESRGA