

Keystone Realty USA

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/ Keystone Binder and/or Offer Sheet Yes / No / NA Comment _____

Closing Commission Report:

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#: _____