## PAID AT CLOSING FORM INSTRUCTIONS

In order to process this form in a timely manner, the following criteria must be met:

- Your license must be active with the Florida Department of Business and Professional Regulation -- <u>www.myfloridalicense.com</u>.
- This form must be received by us at least 2 full business days prior to closing. We will always try to rush it through, but cannot make any guarantees if we do not receive it in a timely manner.
- We must receive the following forms prior to closing: the signed Listing Agreement or Buyer Representation Agreement, Purchase & Sale Contract and addenda, Seller's Disclosure Form, and all other forms that are signed by either seller or buyer.
- We must have any Referral Agreements to other brokerages/agents prior to closing.
- Email this paperwork to <u>files@sdrhouses.com</u> or fax to 407-389-4418.
- We reserve the right to not process this form and withhold commission money if you are not up to date on any monthly, transaction, or other fees to our firm or have not turned in transaction paperwork from this file or any prior files.

TOTAL COMMISSION AMOUNT is the total dollar amount being paid to our firm & agent on the transaction.

COMMISSION SPLIT TO SAND DOLLAR OFFICE is calculated as follows:

- If you are currently paying us a monthly fee, our office per transaction fee is \$295.
- For anyone else, our office per transaction fee is \$495.

### Sand Dollar Realty Group, Inc., REALTORS

801 W. State Road 436, Suite 2065Altamonte Springs, FL 32714office: 407-389-7318fax: 407-389-4418www.SDRhouses.comfiles@SDRhouses.com

#### COMMISSION DISBURSEMENT LETTER

Agent's name:				_
Which commission plan are you on? (circle one):	100%	90%	Referral	
Represented which side of transaction (circle one):	Seller	Buye	r Both	
Property address:				
Buyer or Seller's name:				
Title company's/Attorney's name:				
Contact person/email address:				
Expected closing date:				
<u>To Title Company/Attorney</u> : Please disburse our broken prokerage's check along with a signed HUD-1 closing s	0			
<u> </u>	0	the address		form.
prokerage's check along with a signed HUD-1 closing s	tatement to	the address \$_	at the top of this	form.
brokerage's check along with a signed HUD-1 closing s Total commission amount: Commission split to Sand Dollar office (circle of Referral/Rebate/Other to	tatement to	the address \$_ - \$295 :: \$_	at the top of this	form. 
brokerage's check along with a signed HUD-1 closing s Total commission amount: Commission split to Sand Dollar office (circle of	tatement to	the address \$ \$295 ::	at the top of this	form. 
brokerage's check along with a signed HUD-1 closing s Total commission amount: Commission split to Sand Dollar office (circle of Referral/Rebate/Other to	tatement to	the address \$	at the top of this - \$495	form. 

#### \*This Commission Disbursement Letter expires 90 days from the signature date above.

# \*Any commissions or fees disbursed directly from title company/attorney to Agent are Agent's responsibility to report to the government for income tax purposes.