

## 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 -- [www.myfloridalicense.com](http://www.myfloridalicense.com) .
- 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 (for seller-side deals), 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 [files@sdrhouses.com](mailto:files@sdrhouses.com) 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 on the 100% plan, our split is \$150.00.
- If you are on the 90% plan, our split is \$150 + 10% of the gross commission amount (less any referral fees paid to other firms). However the minimum split to our firm is \$375.00.

