



## Residential Sale Commission Disbursement Form

### BROKERS FILES

AGENT NAME			
PROPERTY ADDRESS			
WHO DID YOU REPRESENT	<input type="checkbox"/> SELLER	<input type="checkbox"/> BUYER	<input type="checkbox"/> INTERMEDIARY*
TYPE OF SALE	<input type="checkbox"/> RESALE	<input type="checkbox"/> NEW CONSTRUCTION	<input type="checkbox"/> FORECLOSURE

### BROKER REQUIREMENTS

Broker File form and all contracts, addenda and CDA's are to be copied and turned in to the office no later than **72** business hours before closing. They may be faxed, emailed (CDA@prgtx.net), sent thru Dotloop, or hand-delivered in clearly legible copies to the PRG office. No commissions will be paid if your paperwork is not in order. There will be no exceptions to this rule! Any paperwork received after the 72 business hours will incur a \$50 late fee.

FORMS OR OTHER REQUIRED INFORMATION	DATE PROVIDED (N/A if Not Applicable)
<input type="checkbox"/> 1. Information About Brokerage Services address above.	
<input type="checkbox"/> 2. Commission Disbursement Form	
<input type="checkbox"/> 3. Signed Listing Agreement, Buyer Representation Agreement or other written agreements relied upon to claim compensation	
<input type="checkbox"/> 4. Fully Executed Sales Agreement	
<input type="checkbox"/> 5. One copy of the signed and FULLY completed Sellers Disclosure (TAR1406)	
<input type="checkbox"/> 6. Include any additional addenda or forms checked on Page 7 paragraph 19 of the listing agreement.	
<input type="checkbox"/> 7. MLS Printout (if applicable)☒	
<input type="checkbox"/> 8. Appraisals and/or Comparative Market Analysis	
<input type="checkbox"/> 9. Survey & T47 or Survey Rejection Letter (if applicable)	
<input type="checkbox"/> 10. Additional offers and contracts	
<input type="checkbox"/> 11. Will the seller have warranty coverage? <input type="checkbox"/> YES <input type="checkbox"/> NO	

Agents if we have to write you a check after closing there will be a check writing fee of \$50.00 added on to your CDA.

FORMS OR OTHER REQUIRED INFORMATION (Items that can be provided after closing)	DATE PROVIDED (N/A if Not Applicable)
<input type="checkbox"/> 1. Copy of Executed HUD-1 or other closing document	
<input type="checkbox"/> 2. Copies of checks to be written (Provide W-9)	



### BROKER FILE DOCUMENTS APPROVAL

PRIME REALTY GROUP DOCUMENT REVIEW AND APPROVAL (THIS SECTION FOR PRG ADMINISTRATORS ONLY)

DOCUMENTS APPROVED BY:		DATE APPROVED	
CDA APPROVED BY:		DATE APPROVED	



## Residential Sale Commission Disbursement Form

### COMMISSION DISBURSEMENT - PROPERTY INFORMATION

SUBMITTED DATE		CLOSING DATE	
AGENT NAME		AGENT EMAIL	
PROPERTY ADDRESS		MLS #	
TITLE COMPANY		GF#	
TITLE PHONE #		TITLE FAX #	
CLOSER NAME		CLOSER EMAIL	
ADDITIONAL INFO			
WHO DID YOU REPRESENT	<input type="checkbox"/> SELLER	<input type="checkbox"/> BUYER	<input type="checkbox"/> INTERMEDIARY*
TYPE OF SALE	<input type="checkbox"/> RESALE	<input type="checkbox"/> NEW CONSTRUCTION	<input type="checkbox"/> FORECLOSURE
BUYER HAS OBTAINED A SURVEY	<input type="checkbox"/> YES <input type="checkbox"/> NO	ATTACHED REJECTION LETTER	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A
SELLER(S) NAME	PHONE #	BUYER(S) NAME	PHONE #

### COMMISSION DISBURSEMENT BREAKDOWN & FEES

The math deductions shall be done by the Agent prior to faxing/emailing for approval. The CDA will then be faxed by Prime Realty Group to the Title Company at the above number. Brokers Files and applicable documents must accompany CDA. E&O amount is per transaction. **Failure to turn in all documents within 72 business hours prior to closing will incur a \$50 late fee.**

GROSS COMMISSION	SALES PRICE \$	AT	%	=	\$
PRIME REALTY GROUP E&O FEES	<input type="checkbox"/> \$200.00 (\$0.01-\$349,999)	<input type="checkbox"/> \$575.00 (\$350,000-\$749,999)	<input type="checkbox"/> \$2,750.00 (\$750,000 and up)		
E&O FEES (INTERMEDIARY*)	<input type="checkbox"/> \$400.00 (\$0.01-\$349,999)	<input type="checkbox"/> \$1,150.00 (\$350,000-\$749,999)	<input type="checkbox"/> \$5,500.00 (\$750,000 and up)		
CONTRIBUTION (Attach Prime Realty Group contribution letter)	<input type="checkbox"/> \$	OTHER FEES PAID TO AGENT	<input type="checkbox"/> \$	for	
PRG LATE FEE (PRG received docs after 72 hours prior to closing)	<input type="checkbox"/> \$50.00	PRG OFFICE FEE (Ex: Annual, Desk, Other Services, Etc.)	<input type="checkbox"/> \$	for	
OPERATION CHRISTMAS	<input type="checkbox"/> YES <input type="checkbox"/> NO	AMOUNT	<input type="checkbox"/> \$5.00 <input type="checkbox"/> \$10.00 <input type="checkbox"/> \$15.00	<input type="checkbox"/>	
ADDITIONAL INFO					

### ✓ TITLE INSTRUCTIONS TO DISBURSE

1) PAY TO BROKERAGE	Prime Realty Group at 1109 Fairmont Parkway, Pasadena, TX 77504	\$	
Send Broker's Package of HUD1, Broker's Check & Copy of Commission Disbursement with Agent's Name.			
2) PAY TO AGENT from Escrow and Pay to AGENT	(Agent, Check appropriate box below on how to receive your payment)	\$	
<input type="checkbox"/> AGENT(s) will pick up their check at the Title Company office.			
<input type="checkbox"/> Send AGENT's check ALONG with Broker's package to Broker's address above.			
<input type="checkbox"/> Send AGENT's check to: _____			
<input type="checkbox"/> Wire AGENT's check (Title, please send agent wire instructions).			



### AUTHORIZED COMMISSION APPROVAL

When approved below, Prime Realty Group authorizes the total commission to be disbursed by Separate Checks and Delivered as indicated. If for any reason the amounts on the checks are different from this letter of authorization, **NEW APPROVAL MUST BE OBTAINED**. Sales Agents are NOT authorized to approve or modify this Commission Disbursement Agreement.

SIGNATURE	DATE
Aaron Styron or Brittney West	