

“GET PAID” FORM

Sellers(s): _____ Listing AGENT: _____

_____ Company: _____

Buyer(s): _____ Selling AGENT: _____

_____ Company: _____

Property Address: _____ City: _____ Zip code: _____ MLS # _____

Sales Price: _____ Closing costs paid by Seller: _____ Binding Agreement Date: _____

Buyer's Current Address, City, Zip: _____

THE FOLLOWING DOCUMENTS MUST BE COMPLETED AND SIGNED BY ALL PARTIES IN ORDER TO RECEIVE YOUR COMMISSION CHECK:

Purchase and Sale Agreement (RF401)	_____ Yes	_____ No	Active Contingency:	Inspection:	_____
Contract Addendum/Counter Offer (RF651)	_____ Yes	_____ No		Financing	_____
Buyer's Representation (RF141)	_____ Yes	_____ No		Sale of Home:	_____
Confirmation of Agency Status (RF302)	_____ Yes	_____ No		Approval:	_____
Property Condition Disclosure (RF201)	_____ Yes	_____ No	Fully Pending:	_____ Yes	_____ No
Property Condition Exemption (RF203)	_____ Yes	_____ No	Settlement Statement	_____ Yes	_____ No
Disclaimer Notice (RF304)	_____ Yes	_____ No	Relo Dept Referral	_____ Yes	_____ No
Lead Base Paint Disclosure (RF209)	_____ Yes	_____ No	Boontown Generated	_____ Yes	_____ No
Compensation Agreement (RF702)	_____ Yes	_____ No			
Trust Money Check copy	_____ Yes	_____ No			

Trust Money: _____

Check sent to Accounting : _____
Date: _____ Staff initials: _____

Deposited with: _____

Closing Date: _____

Closing Check to Accounting: _____
Date: _____ Staff initials: _____

Your Commission %: _____ Referral fee to Crystal Lethcoe _____ % or \$ _____

Splitting with F&C agent? How much?: _____

INFORMATION FOR CLIENT LETTER *CHECK THIS BOX & NO CLIENT SURVEY WILL BE MAILED*

Ms. ___ Mrs. ___ Mr. ___ Dr. ___ Mr. and Mrs. ___ Name: _____

Dear: _____

Address: _____

City/State/Zip: _____

Relo/Referral Information

% to F&C Relocation: _____ % to Relo Company: _____ Agent Generated : _____ Relo Generated: _____ Special Instructions: _____ _____	Referral check to/from: _____ Referral check for (agent name): _____ Amount/Instructions: _____ _____
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*** We must have a W-9 for any referral or relo check going to another company if the amount is greater than \$600 ***