



Funds Disbursement Checklist for Agents

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The following form must be completed, filled out and submitted with all required documentation for disbursement of the funds to an agent following closing. Please ensure all fields are completed, as necessary.

Date of Submission: [_____]

Date Closing: [_____]

Property Address: [_____]

Clients full name: [_____]

Clients email: [_____]

Clients phone: [_____]

Co-Broker office: [_____]

Name of the Agent: [_____]

Agent phone: [_____]

Email: [_____]

Required Documents:

- Exclusive Buyer Broker Agreement
- Contract to sale/lease
- Commission check
- Receipt for deposit

Should Be Disbursed as Follows:

Total Commission: [_____]

Processing Fee to BBR: [_____]

Split of the agent: [_____]

Net to Agent: [_____]

Net to BBR: [_____]