

## CLOSING FILE SHEET

Listing Agent  
Selling Agent

RE/MAX United Agent(s) Name \_\_\_\_\_ & \_\_\_\_\_

Buyer's Name: \_\_\_\_\_

Seller's Name: \_\_\_\_\_

Address: \_\_\_\_\_

City/Zip: \_\_\_\_\_

Sales Price \$ \_\_\_\_\_

Commission Rate \_\_\_\_\_ %

Additional Bonus \_\_\_\_\_ \*\*

Close Date \_\_\_\_\_

MLS # \_\_\_\_\_

### Compliance Fee

Amount Expected \$ \_\_\_\_\_

Amount to RE/MAX United \$ \_\_\_\_\_

If Exempt please explain: \_\_\_\_\_

**\*\*NOTE: If receiving commissions/bonuses/incentives above those noted on Buyer Agency Agreement you must submit Form 770- "Confirmation of Additional Compensation" or similar notice to Buyer.**

**Referral if Applicable:** Yes \_\_\_\_\_ No \_\_\_\_\_

**(Referral agreement must be attached along with W9)**

Company: \_\_\_\_\_ \$ \_\_\_\_\_

Agent Name: \_\_\_\_\_

\_\_\_\_\_ Check if the Earnest Money will need to be released to the Closing Attorney prior to closing.

**PLEASE ALLOW 48 HOUR NOTICE:** If earnest money is to be released to closing attorney.

Closing Attorney's Information: \_\_\_\_\_

LISTING STATUS TO BE CHANGED IN MLS BY AGENT

COMPANY FILES MUST BE COMPLETE BEFORE COMMISSION WILL BE DISBURSED