



# COMMISSION WORKSHEET

This form must be filled out completely for disbursement of referrals, rentals or settlement funds. In order to receive your disbursement, all listing and/or contract information must have been previously turned in and processed.

DATE: \_\_\_\_\_ MLS #: \_\_\_\_\_ Represented Buyer / Tenant \_\_\_\_\_ or Seller / Owner

PROPERTY ADDRESS: \_\_\_\_\_

CLIENT NAME(S): 1. \_\_\_\_\_ 2. \_\_\_\_\_

AGENT'S NAME: \_\_\_\_\_ TITLE COMPANY: \_\_\_\_\_

TITLE CO. # \_\_\_\_\_ PROCESSOR: \_\_\_\_\_

TITLE CO. FAX # \_\_\_\_\_ PROCESSOR EMAIL: \_\_\_\_\_

- |  |    |  |
|--|----|--|
| 1. COMMISSION due to Realinvestors of Maryland, Inc.                             | \$ |  |
| 2. Less REFERRAL FEE (if applicable) _____ x _____ % = Deduct                    | \$ |  |
| Sub-Total                      Referral Percentage                               |    |  |
| 3. Total Commission Payable to Realinvestors of Maryland, Inc.                   | \$ |  |
| 4. <b>EMD Amount Currently Held in Escrow By Realinvestors of Maryland, Inc.</b> | \$ |  |
| 5. <b>Amount To Be Disbursed By Title Company (Line #3 Minus Line #4)</b>        | \$ |  |

### COMMISSION PAYABLE TO BROKER

- |  |    |        |
|--|----|--------|
| 6. \$450 Transaction Agent Affiliation Fee   | \$ | 450.00 |
| 7. Broker Split  | \$ |        |
| a. Line #3 x <u>20</u> % (If Agent is on a 80/20 Split)  | \$ |        |
| -or-   |    |        |
| b. Line #3 x <u>0</u> % (If Agent is on a 100 % Commission)                                      | \$ | -0-    |
| 8. Outstanding Financial Obligations To Realinvestors of Maryland, Inc (and/or affiliates)       | \$ |        |
| <i>(Please Contact Accounting Department if Unsure of Outstanding Obligations)</i>               |    |        |
| 9. Total amount due to Broker (add lines 6, 7, & 8)  | \$ |        |
| 10. EMD (Earnest Money Deposit) held by Realinvestors of Maryland, Inc.                          | \$ |        |
| 11. Subtract line #9 FROM line #10   | \$ |        |
| a. If amount is negative, payable to Realinvestors of Maryland, Inc. at Settlement               | \$ |        |
| b. If amount is positive, payable to Agent from Realinvestors (Disbursed Outside of Settlement). | \$ |        |
| <b>Total to be disbursed to Realinvestors of Maryland, Inc. (Line 11a)</b>                       | \$ |        |

### COMMISSION PAYABLE TO AGENT AT SETTLEMENT

- |   |    |  |
|---|----|--|
| 12a. If line #11 is positive Agent gets total of line #5 at Settlement                  | \$ |  |
| 12b. If line #11 is negative, enter line 11a payable to Realinvestors of Maryland, Inc. | \$ |  |
| 12c. Subtract line 12b from line 5 (payable to Agent)                                   | \$ |  |

Agent Signature: \_\_\_\_\_

Signing above acknowledges responsibility for paying ALL income taxes on the above amount and that a 1099-MISC form will be issued for said amount.

#### Special Instructions – Other Parties to be paid

- |                |                |
|----------------|----------------|
| 1. Name: _____ | 2. Name: _____ |
| Address: _____ | Address: _____ |
| _____          | _____          |

Amount to be paid: \$ \_\_\_\_\_

Amount to be paid: \$ \_\_\_\_\_

<b>Office Use Only</b>	
Date Due _____	Date Issued _____
We are hereby authorizing Title Company to pay Agent at the Table: Yes ____ No ____	
Ref #: _____ Comments: _____	
_____	
Authorized By: _____	_____
Broker	Associate Broker
Accounting Mgr.	