



Homes & Investments

### Transaction Checklist – Receiving Referral Fee

(updated 3-19-07)

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

City: \_\_\_\_\_ Zip: \_\_\_\_\_ Contract Date: \_\_\_ / \_\_\_ / \_\_\_ COE: \_\_\_ / \_\_\_ / \_\_\_

Sales Price: \$ \_\_\_\_\_ Expected Commission To Re/Max (\$ or %) \_\_\_\_\_

Optional Coordinating Services: \_\_\_ Basic \$200; \_\_\_ Premium Listing \$300; \_\_\_ Premium Buyer \$350

<i>Please Complete if referral fee is to be paid:</i>	
Amount: \$ _____	or % _____
Agent Receiving Referral Fee: _____	
Company Name: _____	
Company Address: _____	
City, State, Zip: _____	
Company Tax ID # _____ (obtain copy of their company's W-9 to verify)	

Seller: \_\_\_\_\_ Phone: \_\_\_\_\_

Buyer: \_\_\_\_\_ Phone: \_\_\_\_\_

Mortgage Company: \_\_\_\_\_

Loan Officer: \_\_\_\_\_ Phone: \_\_\_\_\_

Title Company: \_\_\_\_\_

Escrow Officer: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Listing Agent: \_\_\_\_\_ Buyer's Agent: \_\_\_\_\_

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

Phone: \_\_\_\_\_ Phone: \_\_\_\_\_

Fax: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_ Email: \_\_\_\_\_

**AGENT INSTRUCTIONS: Please Read Before Proceeding with Checklist!**

To start the file, turn in the transaction checklist and a copy of the referral agreement signed by the broker paying the referral fee. Copies of the required documents shown below are required to be faxed or delivered to the front desk staff.

Compliance to requirements outlined in this transaction checklist is your responsibility to complete, and is later verified by our front desk staff. In the event that the requirements are not met, you will receive a Violation Notice outlining the missing requirements. Copies of all Violation Notices are saved in your personnel file for occasional review of non-compliance trends and risk evaluations. Be advised that any fines issued by ADRE during an audit for an agent failing to meet the below documentation requirements will be charged to that agent.

**If you determine that any of the required documents are not applicable, then you must use the last page of this document, labeled “Explanations for Exclusions” to provide a written explanation as to why the document is not applicable.** If the document requirement or step is waived by the client(s), be advised that you cannot personally waive any rights of your client(s). Any documents or steps waived by the clients(s) must be acknowledged in writing, signed by the client(s) and turned into the front desk staff for filing.

Also note that if the seller or buyer is married, all spouses are required to sign and initial where required on all documentation, unless the spouse signs a disclaimer notice, prepared by the title company and acceptable to the lender. **If either party is not married, the agent needs to email this statement to the front desk to put in file.** If the seller or buyer is an entity, we require you to submit evidence that the signer is authorized to sign and make decisions on behalf of the entity.

## **CHECKLIST OF DOCUMENTS**

This checklist is intended to serve as a reminder to Agents of forms that COULD apply to this transaction. However, the documents on the checklist are not necessarily required.

The last page of the checklist is used by the Agent to document reasons for excluding any of the documents (Explanation for Exclusions). When the checklist is turned into the Broker, it is up to the Broker to determine whether he agrees with the Agent's explanation. If the Broker feels that there is a high risk situation that warrants the form, he will request it.

Explanations are not required if you check a box offered to the right of each document description. Documents turned into the office become property of the broker, but copies can be made for you upon request.

\*Items with an asterisk are required to be submitted with initial contract for initial broker review. The remainder of the items are due prior to close, or if not provided, then explained on the next page.

### LEFT SIDE OF FILE

\_\_\_\_\_ \*Referral Agreement signed by  
Broker paying the referral fee

### RIGHT SIDE OF FILE

\_\_\_\_\_ \*Transaction Checklist  
\_\_\_\_\_ Settlement Statement

Reminder: If you are paying a referral fee on a transaction, this is not the correct checklist for you. This checklist is for receiving a referral fee. If you are paying a referral fee, you must use the checklist designated for listings or purchases, as appropriate.

EXPLANATIONS FOR EXCLUSIONS:

Name of Document Excluded: \_\_\_\_\_

Explanation for Exclusion: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ Signed \_\_\_\_\_

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\_\_\_\_\_

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Broker Remarks: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_