

**\*\*IMPORTANT\*\***

**PERFORMANCE TITLE MUST HAVE THIS COMPLETED FORM PRIOR TO CLOSING TO ORDER YOUR PAYCHECK. WITHOUT THIS FORM YOUR PAYCHECK WILL NOT BE AVAILABLE AT CLOSING**

**CLOSING LOG / CHECK REQUEST FORM**

Big Hill Agent: \_\_\_\_\_ Big Hill Co-Agent: \_\_\_\_\_

Clients Name \_\_\_\_\_ Date of Closing: \_\_\_\_\_

Clients E-Mail Address: \_\_\_\_\_

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

Clients Forwarding Address: \_\_\_\_\_

**AMOUNT OF EM COLLECTED: \$\_\_\_\_\_ WAS EM GIVEN TO LARA YES\_\_\_\_\_ NO\_\_\_\_\_**

Send a personalized subscription to BH&G magazine to your clients? YES\_\_\_\_\_ NO\_\_\_\_\_ (\$9.00 will be deducted from your closing check).

Was this a Performance closing? (BH&G magazine is Free) YES\_\_\_\_\_ NO\_\_\_\_\_

Are you charging the additional commission? YES\_\_\_\_\_ NO\_\_\_\_\_

What is your current GreenHouse log-in password? \_\_\_\_\_

Columbus MLS# \_\_\_\_\_ Marion MLS# \_\_\_\_\_

Dayton MLS# \_\_\_\_\_ Richmond MLS# \_\_\_\_\_

**TOTAL GROSS COMMISSION: \$\_\_\_\_\_**

Referral Fee To: CARTUS USAA LEAD ROUTER BROKER 2 BROKER

BH&G Agent to Agent: \_\_\_\_\_  
Name

Other Referral Fee: \_\_\_\_\_  
Name

Total Referral Fee Amount: \_\_\_\_\_% or \$\_\_\_\_\_

**Co-Op Salesperson Information**

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

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

Type of Property:

Residential \_\_\_\_\_ Commercial \_\_\_\_\_ Multi-Family \_\_\_\_\_ # of Units \_\_\_\_\_

Land \_\_\_\_\_ Farm \_\_\_\_\_ # of Acres \_\_\_\_\_

**REQUIRED FORMS**

- HUD  PURCHASE CONTRACT  RIGHT TO REPRESENT  COPY OF MLS
- AGENCY FORMS (STATE, DUAL & COMPANY)  DISCLOSURES USED (LEAD & PROPERTY)
- POST INSPECTION REPORT  OTHER ADDENDA

**THIS FORM MUST BE COMPLETELY FILLED OUT AND RETURNED WITH YOUR CLOSING INFORMATION TO RECEIVE YOUR COMMISSION CHECK.**