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

**PCTITLE PROS 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 PCTitle Pros 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

**RETURN TO US AT INFO@GOPCTITLE.COM. WE APPRECIATE THE OPPORTUNITY TO SERVE YOU.**

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