

Closing Information

(This form must be completed before commission distribution can be completed)

Agent: _____ Property Address: _____

1) Are you paying a Referral Fee? _____

To whom: _____ How much? \$ _____

Note: If a referral fee is being paid you must provide a **W-9 Statement** signed by the person receiving the referral fee. The W-9 Statement is an IRS Form titled "Request for Taxpayer Identification Number and Certification" **Referral fees will not be paid from Commissions unless Spalding & Associates has this W-9 Form on file.**

A W-9 Statement is attached herewith: _____ If not, why not? _____

A Referral Fee you pay personally is a personal business deduction that is up to you to declare as an expense on your income tax.

2) Are you paying a Transaction Coordinator Fee? _____

To whom? _____

How much? \$ _____

3) What is the final SALES PRICE: \$ _____

4) Commission to Spalding & Associates \$ _____

Commission to Other Broker \$ _____

Commission is based upon:

Listing Agreement: _____

MLS: _____

Separate Agreement: _____

Please provide a copy of one of the above.

5) CO-OPERATING BROKER:

Company: _____ Agent: _____

Phone #: _____ Fax #: _____

6) Has the Sign and Post been Removed? _____

If not, notify the office to remove them. If you don't you may incur charges.

7) Explain any special circumstances concerning this sale that management should know about.

Agent Signature: _____ Date: _____