



Sales and Escrow Commission Report

Property Address: _____
 Sales Price: _____ Transaction Type: _____
 Date: _____ Close of Escrow: _____

Seller(s): _____ Buyer(s): _____

Listing Office: _____ Selling Office: _____
 Listing Agent: _____ Selling Agent: _____
 Office Phone: _____ Office Phone: _____
 Email: _____ Email: _____

Escrow Co: _____ Escrow #: _____
 Address: _____ Officer: _____
 City & ZIP: _____ Phone: _____
 Email: _____ Fax: _____

Commission Distribution:

RE/MAX ONE Gross Commission: _____
 Admin charge to: Buyer _____ Seller _____
 Credit to: Buyer _____ Seller _____
 Transaction Coordinator: _____
 Referral: _____
 Office Bill: _____
 eCommission: _____
 CMN: \$30 \$50 \$100 Other (minimum \$30): _____
 Other: _____

Essential Services:

Title: _____ Lender: _____
 NHD: _____ Insurance: _____

Office Bill Policy and Procedure:

All financial obligations due to RE/MAX ONE by Contractor are due on the 15th of each month. Said obligations shall be set forth on a monthly billing statement and if not paid on said date, RE/MAX ONE is authorized to deduct any part of said financial obligations from commissions or other compensation payable to Contractor. **If Contractor has not paid all of their financial obligations imposed by the 15th of the month, Contractor shall be assessed a late payment charge at the rate of 5% of the outstanding balance per billing statement.**

If you'd prefer to pay by credit card, call Michelle at 818-349-3363. If you'd prefer to send a check, please be sure to have it postmarked by the 15th, address it to RE/MAX ONE, and send it to our Northridge office (11141 Tampa Ave, Northridge, CA 91326).