

AGENT COMMISSION PROCESSING CHECKLIST

Agent(s) Name(s): _____

Listing Address: _____

MLS #: _____

Close Date: _____

Check Number: _____

Check Amount: _____

Agent Transaction Sides: LISTING SIDE SELLING SIDE BOTH

Agent's Commission Split: _____%/_____%

Completion required before payment:

- All listing and sales transaction documents have been completed accurately and uploaded to COMMAND.
- Agent has completed the commission request section in COMMAND.
- Agents have indicated in the commission request section of COMMAND if there is to be a split with another agent and have indicated the split percentages.
- Commission check is made payable to **Keller Williams Realty Gold Coast**.
- Agent has indicated if an outside third party will be paid.
- Agent has included any referral documents if appropriate.

Agent Signature: _____ Date: _____