

# PAYOUT SHEET



DATE / /2021

AGENT NAME \_\_\_\_\_

CLIENTS NAME \_\_\_\_\_

PROPERTY ADDRESS \_\_\_\_\_

AMOUNT HELD IN ESCROW \$ \_\_\_\_\_ TRACKING # \_\_\_\_\_

AMOUNT HELD IN ESCROW \$ \_\_\_\_\_ TRACKING # \_\_\_\_\_

AMOUNT HELD IN ESCROW \$ \_\_\_\_\_ TRACKING # \_\_\_\_\_

INCOMING INVOICE \$ \_\_\_\_\_ INVOICE # \_\_\_\_\_

CASH BEING TURNED IN \$ \_\_\_\_\_

CHECKS TURNING IN \$ \_\_\_\_\_

**TOTAL MONIES COLLECTED \$ \_\_\_\_\_**

\*\*\*\*\*HOW TO DISPURSE FUNDS\*\*\*\*\*

OTHER COMPANY \_\_\_\_\_ AMOUNT \$ \_\_\_\_\_

TO LANDLORD \_\_\_\_\_ AMOUNT \$ \_\_\_\_\_

TO OTHER \_\_\_\_\_ AMOUNT \$ \_\_\_\_\_

TO OTHER \_\_\_\_\_ AMOUNT \$ \_\_\_\_\_

OTHER HL AGENT \_\_\_\_\_ AMOUNT \$ \_\_\_\_\_

## MY PAYOUT

RENTAL      SALE      PROPERTY MANAGEMENT      REFERRAL      OTHER

GROSS COMMISSION \$ \_\_\_\_\_

\_\_\_\_\_ % TO OFFICE \$ \_\_\_\_\_

TRANSACTION FEE \$ \_\_\_\_\_

OTHER \$ \_\_\_\_\_

OTHER \$ \_\_\_\_\_

OTHER \$ \_\_\_\_\_

OTHER \$ \_\_\_\_\_

OTHER \$ \_\_\_\_\_

OTHER \$ \_\_\_\_\_

**NET TO AGENT \$ \_\_\_\_\_**

PLEASE MAIL MY COMMISSION TO

OFFICE USE BOX

OFFICE : \_\_\_\_\_

TIME : \_\_\_\_\_

CHECK NUMBER # \_\_\_\_\_

CHECK AMOUNT \$ \_\_\_\_\_

PAID DATE    /    /

TAX AMOUNT    \$ \_\_\_\_\_

MAILED DATE    /    /

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ESCROW : must be turned in within 24 hrs , to our office , other real estate company ,title company or attorney , You may never put money in your personal or any other business account.

PLEASE NOTE : transaction fee's must be paid for every deal involving highlight realty,even if it is for your own property.

**AGENT SIGNATURE \_\_\_\_\_**