



PAYOUT SHEET

DATE

/ / 2024

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	_____	\$ _____	# _____
TO LANDLORD	_____	\$ _____	# _____
TO OTHER	_____	\$ _____	# _____
TO OTHER	_____	\$ _____	# _____
OTHER HL AGENT	_____	\$ _____	# _____

MY PAYOUT

RENTAL SALE PROPERTY MANAGEMENT REFERRAL OTHER

GROSS COMMISSION	\$ _____
_____ % TO OFFICE	\$ _____
TRANSACTION FEE	\$ _____
OTHER	\$ _____
OTHER	\$ _____
OTHER	\$ _____
OTHER	\$ _____
OTHER	\$ _____
OTHER	\$ _____
OTHER	\$ _____
NET TO AGENT	\$ _____

OFFICE USE BOX

TIME : _____

CHECK NUMBER # _____

CHECK AMOUNT \$ _____

PAID DATE / /

TAX AMOUNT \$ _____

MAILED DATE / /

PLEASE MAIL MY COMMISSION TO

****READ**** you may not use anyone's picture to put on mls ,your website ,or any other advertising that you did not take yourself or have a paid reciept from a professional especialLy arial photos if you have a receipt upload it on th mls under attachments, you will be personally liable if you use other peoples pictures.

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 _____