

PAYOUT SHEET



DATE

/ / 2025

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 \$ _____
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 receipt 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 _____