



DATE / /2026

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 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 \_\_\_\_\_