

Closing Disbursement Form



Corporate: 209 W. Roosevelt Rd. Wheaton IL 60187
Office: (630) 420-7400 Fax: (630) 420-7771

Date Sent: _____

TO: _____ Email/fax: _____
 FROM: _____ c/o RealStar Realty, Inc.
 RE: Sale of: _____
 close date: _____
 SELLER: _____ BUYER: _____

RealStar Realty Inc. is: Listing Office Selling Office Both

Disburse accordingly: Entire balance to RealStar Realty Inc.
 (RealStar will pay Selling Broker at close.)
 Balance divided as outlined. (Please show both Brokers were paid at closing on any closing docs)

Sale Price	\$ _____
Total Commission %	_____ %
Total Commission \$	\$ _____
Administration Fee	\$ _____
Other: _____	\$ _____
Amount RealStar is Holding in Escrow	\$ (_____)
Total Balance Due	\$ _____

DUE AT CLOSE

NOTE: If this amount is less than Escrow holdings or, if RealStar represents both sides of a sale the entire commission balance should be made out to RealStar at close.

RealStar Realty _____ % = Commission \$ _____
 Escrow - \$(_____) + MLS \$ _____ = \$ _____
 Administration Fee \$ _____
 Other: _____ \$ _____
Total due RealStar Realty at close \$ _____

Selling Broker: _____
 _____ % = Commission \$ _____ - MLS \$(_____) = \$ _____

NOTES:

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RealStar Bookkeeping Only (Does RealStar need to bring check for co-op Broker?)

Cut co-op Broker check as follows: No additional checks needed

Office: _____ Amount: \$ _____

NOTE: If RealStar is holding more Escrow than Total Commission due you need to manually calculate this field. Include: Coop Commission, MLS Fees & Admin fees in your calculations.