

## Realtor Information Sheet

Today's Date: \_\_\_\_\_

Realtor's Name: \_\_\_\_\_  
  First  Middle  Last  Suffix

Number of real estate transactions closed during the last 6 months: \_\_\_\_\_

Number of active listings: \_\_\_\_\_ Number of Realtor's Pending Contracts: \_\_\_\_\_

### Home Address of Realtor:

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_ County: \_\_\_\_\_

Personal Email: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

### Full Legal Name and Address of Real Estate Company for Which Realtor Works:

Company Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_ Company Phone: \_\_\_\_\_

Realtor's Start Date with Company: \_\_\_\_\_ Company Website: \_\_\_\_\_

Name of Realtor's Supervising Broker: \_\_\_\_\_

Supervising Broker's Email: \_\_\_\_\_ Broker's Phone: \_\_\_\_\_

Name of Company's Commission Disbursement Officer: \_\_\_\_\_

Disbursement Officer's Email: \_\_\_\_\_

Disbursement Officer's Phone: \_\_\_\_\_

### Full Legal Name and Address of Title Company involved in the transaction:

Company Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

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City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_ Company Phone: \_\_\_\_\_

Title's company officer contact Full Name: \_\_\_\_\_

Title's company contact Email: \_\_\_\_\_

Title's company contact Phone: \_\_\_\_\_

**NOTE: Please review required additional attachments for this form on next page.**

Realtor's Full Printed Name: \_\_\_\_\_

Realtor's Signature: \_\_\_\_\_



# Required Additional Attachments to be Submitted with Realtor Information Sheet

- A photocopy of Realtor's current, unexpired, driver's license.
- A photocopy of Realtor's real estate license, or other evidence satisfactory to PAYLIX of Realtor's good standing as a real estate agent or salesperson in the state(s) in which the agent conducts business.
- Fully signed broker notice.
- A printout of the MLS listing for the property subject to the Contract, showing the status of the property as being under contract, pending, or sold.
- Broker's Notice and Acknowledgment of Assignment.
- Copy of Signed contract.
- Copy Of loan Preapproval if property will be closed with a loan.
- Copy of a fully signed and effective commission disbursement authorization (CDA) commission sharing agreement, or other document providing for the net commission payable to realtor and/or the allocation sharing of commissions between the listing broker & the Seller broker.
- A check, marked as "Void" with Realtor's financial institution, checking account number, name and address typeset printed thereon.
- Fully completed and signed ACH Form.

**Please submit all required documents in order to your application to be processed. Missing information will result in application process delays.**

