

A stylized graphic in the background shows a hand with fingers spread, holding a checklist with several horizontal lines. The graphic is rendered in white and light gray against a darker gray background.

COMMERCIAL SALE TRANSACTION CHECKLIST

ALL DOCUMENTS TO BE LOADED INTO BROKERSUMO

01

PLEASE COMPLETE THE TITLE COMPANY INFO TAB (THIS IS WHO THE APPROVED CDA IS EMAILED AT TITLE)

02

BUYER'S REP AGREEMENT / LISTING AGREEMENT WITH ALL CHECKED OFF ADDENDUMS/AMENDMENTS

03

RECEIPTED AND EXECUTED CONTRACT, AMENDMENTS/ ADDENDUMS, ALL OTHER ASSOCIATED DOCUMENTS.

04

PLEASE ADD THE CLIENT'S CONTACT INFO (DEPENDING ON THE PARTY YOU ARE REPRESENTING) TO THE BUYER OR SELLER INFO BOX

05

REMEMBER TO CREATE THE DISBURSEMENT AND ADD DEBITS/CREDIT IF APPLICABLE.

**** THE APPROVED CDA MUST BE SIGNED BY BROKER TO BE PAID DIRECTLY AT CLOSING

**** CDA'S WILL BE APPROVED NO SOONER THAN 2 WEEKS BEFORE CLOSING

06

IF THE TRANSACTION HAS ALREADY CLOSED OR IS CLOSING ON DAY OF REVIEW THE FINAL SIGNED/DATED SETTLEMENT STATEMENT SHOWING YOUR COMMISSION IS REQUIRED

COMMISSION DISBURSEMENT AUTHORIZATION FORM (CDA)