

DISBURSEMENT AUTHORIZATION PROCESS

1. In order to get paid at the closing table, upload the following to your loop in Dotloop:
 - All Listing Checklist items (if applicable)
 - All Contract Checklist items
 - Completed Commission Disbursement
 - Completed Disbursement Authorization
2. Submit your loop for review in Dotloop at least **3 business days prior to the closing date**
3. If you have already submitted your loop for review and the closing date changes, update the closing date on the Disbursement Authorization form and re-submit your loop for review.
4. Closing Checklist items must be completed and submitted for review in Dotloop within **24 hours after closing**. Failure to do so will result in no longer being eligible to be paid at closing.
5. There will be no 1099 issued to agents by People's Choice Realty Services, LLC for closings involving a DA. Agents are responsible for tracking their money earned for tax purposes.

PEOPLE'S CHOICE REALTY SERVICES, LLC

4014 Gunn Hwy, Suite 243 Tampa, FL 33618

DISBURSEMENT AUTHORIZATION

Agent Name: _____

Property Address: _____

Seller: _____

Buyer: _____

Title Company: _____

Title Company Phone: _____

Closing Agent Name: _____

Closing Agent Email: _____

Closing Date: _____

Sales Price: _____

Commission: _____

Processing Fee: _____

Buyer Credit: _____

Seller Credit: _____

Referral Fee: _____

In-Office Fees

Transaction Fee: _____

MLS Listing Fee: _____

E&O Fee: _____

Training Fee: _____

Copy Fee: _____

PEOPLE'S CHOICE REALTY SERVICES, LLC (company), by signature below, authorizes Title Company, to disburse the total commission/fees owed to company, using separate checks, as shown below. If for any reason, the amounts are different from this authorization, YOU MUST OBTAIN A NEW APPROVAL. Agent is not authorized to modify disbursement amounts.

Total to PEOPLE'S CHOICE REALTY SERVICES, LLC: \$ _____

Total to Agent #1: _____ \$ _____

Total to Agent #2: _____ \$ _____

Total to Referral Brokerage: \$ _____

Company Name: _____

Address: _____

Ref Agent Name: _____

Checks payable to PEOPLE'S CHOICE REALTY SERVICES, LLC should be mailed to:

PEOPLE'S CHOICE REALTY SERVICES, LLC

4014 Gunn Hwy, Suite 243

Tampa, FL 33618

Approved by: _____ DATE: _____

(PCRS Admin)

Broker Signature: _____

PCRS Agent understands:

- Agent will be responsible for their tax obligations. No 1099 Tax Form will be issued for this transaction.
- Agent must upload the final closing documents, into their Dotloop file within 24 hours of closing. Should agent fail to do so, they will no longer be eligible to be paid at closing.

Revised 08/01/22

DISBURSEMENT AUTHORIZATION KEY TERMS

Closing Date:	_____
Sales Price:	_____
Commission:	_____
Processing Fee:	_____
Buyer Credit:	_____
Seller Credit:	_____
Referral Fee:	_____
<u>In-Office Fees</u>	
Transaction Fee:	_____
MLS Listing Fee:	_____
E&O Fee:	_____
Training Fee:	_____
Copy Fee:	Admin Use Only _____

- **Closing Date** – The date that the deal will close according to the executed contract or extension addendum.
- **Sales Price** – The sale price shown on the contract.
- **Commission** – Total gross commission amount owed to People’s Choice Realty Services.
- **Processing Fee** – The fee that an agent may charge to their client for handling their file. Must be accompanied by a Processing Fee Disclosure signed by the client **prior** to closing.
- **Buyer Credit** – Dollar amount being credited to the People’s Choice Realty Services’ buyer if applicable. Must be accompanied by a signed credit letter.
- **Seller Credit** – Dollar amount being credited to the People’s Choice Realty Services’ seller if applicable. Must be accompanied by a signed credit letter.
- **Referral Fee** – Commission being disbursed to a referring agent/brokerage from People’s Choice Realty Services’ total net commission.

In-Office Fees:

- **Transaction Fee** – People’s Choice Realty Services’ transaction fee for representing the seller and/or buyer.
- **MLS Listing Fee** – People’s Choice Realty Services’ MLS listing fee if applicable when representing the listing side.
- **E&O Fee**: People’s Choice Realty Services’ E&O insurance carrier fee on each transaction.
- **Training Fee**: People’s Choice Realty Services’ training fee for training program if applicable.
- **Copy Fees** – People’s Choice Realty Services’ fee (**to be filled out by admin only, if applicable**) for printing or copying at the office, .08 cents per page.