



Buyer Agent Information Sheet

Subject Property Address: _____

Buyer Name(s): _____

Buyer Email: _____ Buyer Phone: _____

Buyer Agent Name: _____ Agency Name: _____

Agent Email: _____ Agent Phone: _____

If you have a transaction coordinator or admin that needs copied on communication, please list them below.

Admin Name: _____ Admin Email: _____

Will there be a transaction fee or admin fee, other than commissions, for this closing? YES NO

If marked YES, what is the amount of the fee? _____

COMMISSIONS

Method of commission receipt: In-Office Pickup Overnight Check (\$55 fee) Standard USPS (No Fee)

If we are mailing/overnighting, what address is it going to? _____

NOTE: Our firm does not wire agent commissions due to increased wire fraud.

Commission Paid to Listing Agent: \$ _____ OR % _____

Commission Paid to Selling Agent: \$ _____ OR % _____

Realtor Commission TOTAL: \$ _____ OR % _____