



AFFILIATE CLOSING CHECKLIST

Please keep all contracts and their addendums, and all unaccepted offers in affiliates' home/office files for 3 years, the TREC-mandated time-period. Affiliates deliver a copy of the above PLUS the signed closing Settlement Statement to the Stonegate Realty office within 48 hours of closing. In the case of unaccepted offers, deliver within 48 hours of receipt.

COMMISSION DISBURSEMENT

1. Affiliate faxes Commission Disbursement Request to Stonegate Realty, 615-599-4196 at least 1 day prior to closing.
2. Affiliate delivers documents to Stonegate Realty within 48 hours after closing.
3. Affiliate picks up post-dated commission check from Stonegate Realty.
4. Stonegate Realty broker or office manager verify contents.

DOCUMENT CHECKLIST Include with all document deliveries

- Document checklist
- Commission Disbursement Request
- HUD Settlement Sheet, signed by both parties
- Closing agent's commission check payable to Stonegate Realty
- Copy of the subject property's MLS sheet
- Copy of fully signed Purchase and Sale Agreement and all of its addendums
- Copy of all fully signed disclosures:
 - Property Disclosure including signatures in the "any changes" section or exemption
 - Lead Based Paint Disclosure
 - Home Inspection Contingency Release
 - Water Supply & Waste Disposal Notification
 - Confirmation of Agency Status

If there is a scheduling conflict and Stonegate Realty Broker is not able to prepare check immediately upon receipt of your fax; may we disburse funds in one of the following ways?

- Mail to: _____
- Deposit check into _____ bank and _____ account
- Leave for affiliate pick up later

Affiliate's signature

Date