



**COMMISSION CHECK HANDLING PROCEDURE**

1. NAME  MLS #  DATE
2. BUYER  SELLER
3. PROPERTY ADDRESS
4. WERE YOU THE LISTING, SELLING , OR DUAL AGENT
5. FINAL SALES PRICE  AGENT %  COMMISSION
6. .018 B&O% STATE TAX – INSIDE TACOMA ADD .004% TAX
7. E&O INSURANCE AT \$75.00 PER SIDE
8. OFFICE SHARE OF AGENT GROSS COMMISSION
9. TOTAL OF ITEMS 6 THROUGH 8 IS AMOUNT PAYABLE TO OFFICE
10. BALANCE IS AMOUNT PAYABLE TO AGENT
11. MAKE TWO ADDITIONAL COPIES OF THIS PAGE, AND ATTACH TO EACH COPY OF THE COMMISSION CHECKS.  
GIVE TWO TO THE OFFICE AND KEEP ONE FOR YOUR RECORDS.
12. PUT IN THE CLOSED FILE, ALONG WITH THE HUD STATEMENT AND EARNEST MONEY RECEIPT IF YOU  
REPRESENTED THE BUYER