

# \*\* SALES REPORT FOR MENTEES ONLY \*\*

Congratulations! Please carefully fill out this sales report as this is what we use to create your commission disbursement authorization to escrow.

**PROPERTY FULL ADDRESS:**

\_\_\_\_\_

**AGENT'S NAME:**

\_\_\_\_\_/OFFICE: \_\_\_\_\_

RESIDENTIAL  REO/BANK OWNED  SHORT SALE  CASH  COMMERCIAL  NEW HOME

EXPECTED COE: \_\_\_\_\_ DATE LISTED: \_\_\_\_\_

DATE SOLD: \_\_\_\_\_ SALES PRICE: \$ \_\_\_\_\_

**SELLER'S INFORMATION**

NAME: \_\_\_\_\_

**LISTING AGENT INFORMATION**

NAME/CO: \_\_\_\_\_

**ESCROW INFORMATION:**

COMPANY: \_\_\_\_\_

OFFICER'S NAME: \_\_\_\_\_

PHONE/FAX/EMAIL: \_\_\_\_\_

**BUYER'S INFORMATION**

NAME: \_\_\_\_\_

**BUYER'S AGENT INFORMATION**

NAME/CO: \_\_\_\_\_

**LENDER INFORMATION:**

COMPANY: \_\_\_\_\_

LENDER'S NAME: \_\_\_\_\_

PHONE/FAX/EMAIL: \_\_\_\_\_

**COMMISSION DISBURSEMENT DETAILS**

AGENT'S NAMES	MENTEE	MENTOR
GROSS COMMISSION		
MENTORING FEE (15% TO MENTOR)		
SUBTOTAL:		

E&O INSURANCE:	\$125.00	\$125.00
ADMIN FEE: 5.98%		
TRANSACTION COORDINATOR FEE	\$300.00	
REVIEW & STORAGE FEE	\$250.00	
TO RE/MAX 25%:		
CMN DONATION/RENT/OTHER		
CREDIT TO BUYER OR SELLER		
TOTAL TO ADMIN:		
NET AGENT COMMISSION:		
TOTAL COMMISSION:		
PERSONAL PROCESSING FEE: \$		

*\*\*Please note this fee must be listed on page 2 of the RE/MAX Addendum\*\**

**OUTSIDE REFERRAL INFORMATION**

BROKERAGE NAME: \_\_\_\_\_

AGENT'S NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

TAX ID: \_\_\_\_\_

*Please note you must obtain a W9 from the brokerage you are sending a referral to. Per DRE we cannot pay a salesperson directly only a brokerage/broker with an active DRE license status.*



**Mentees must have sales reports approved by mentor prior to submitting. All mentees must use an RGC Transaction Coordinator while in mentoring program**