



Info Needed to Prepare a Bill for Closing:

Please email or fax all your requests.

Transaction Name: (Seller to Buyer) _____

Property Address(include town) _____

Sale Price: _____

Agent Requesting This Bill: _____

Commission % Due Realty Executives: _____

Dollar Amount Due Realty Executives: _____

Expected Closing Date: _____

Is there a referral involved: _____

How much: _____

To Whom: _____

Address: _____

City, St, Zip: _____

Please Note:

- 1) No bills will be created without this form – No Exceptions
- 2) Any bill request received within 48 hours of the closing will result in a charge of \$25.