



Reminder: anything that needs to get to Summit should be e-mailed to offers@summitpropertiesnw.com. Anything Summit business related should be sent here. It will get to where it needs to go and be archived on the cloud. That is also the address you use on Page 1 of the Purchase and Sale Agreement – the “Selling/Listing Firm Document E-mail address”

1. When you get to the good part of the real estate transaction go ahead and fill out your own commission disbursement form. Attached are examples. From this point forward go ahead break down the 80/20 split and itemize the check to be cut to you as the broker and Summit as the company. Attached are examples. This way Escrow will cut the check directly and you will receive your commission faster. Irma has made up examples for the Commission Disbursement forms for the Brokers. Below are instructions.

- 1) Logon to NWMLS
- 2) Click on Express Forms
- 3) Click on Form 40
- 4) Fill out Commission Disbursement Form
- 5) Sign and email to the Escrow Company and to offers@summitpropertiesnw.com.

And if you still want us to fill out the Commission Disbursement form for you we can do that. No issues. It's a quick form and is what gets us all paid!

We are working through our broker roster and doing introduction videos for any Summit Broker interested. You can find examples posted on the Facebook Group where most of our activity takes place. <https://www.facebook.com/groups/summitpropertiesnw/>