

CLOSED TRANSACTION FORM

MUST BE TURNED IN WITH EACH CLOSING PACKAGE

*** EMAIL TO INDACCOUNTING@HIGHGARDEN.COM ***

Your Name (Agent): _____

Client: Buyer _____ Seller _____ I Represent Both Sides _____

HRE Office Policy Fee Paid By: _____ Client via ALTA _____ Client via personal check
_____ Taken from agent commission

Is this commission being split with another HRE agent? _____

Are you giving this client a rebate out of your commission split? _____ Yes _____ No

If yes, mail check to: _____

Is an outside agent due a referral on this transaction? _____ Yes _____ No

If yes, mail check to: _____

Is this an OpCity referral lead? _____ Yes _____ No

Anything else the accounting staff should know?