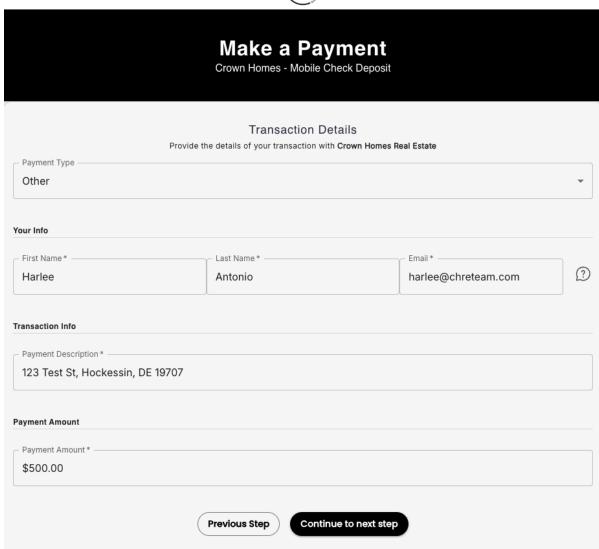


Mobile / Web Browser Site: CrownChecks.com

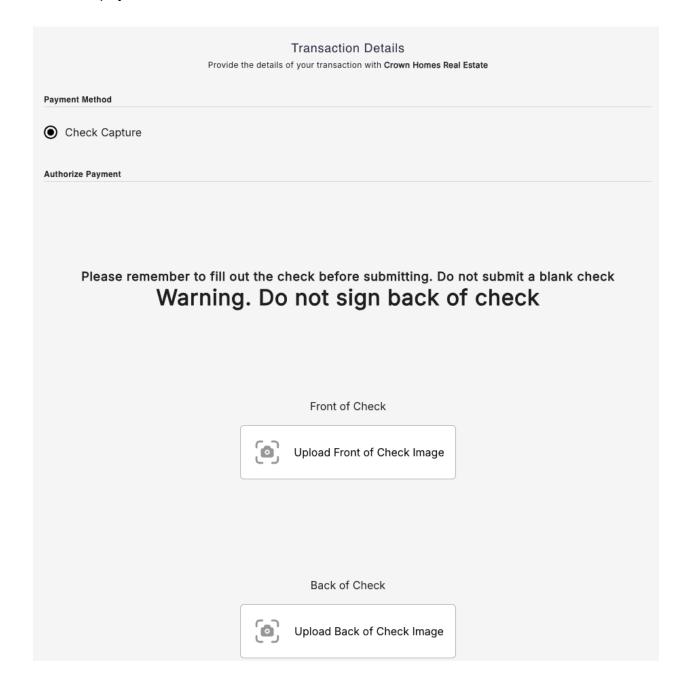
- The most convenient way to mobile deposit your commission will be to visit CrownChecks.com on your mobile device. Once you are at the main "Transaction Details" screen, please complete all required fields:
 - For "Payment Type", please select "Other"
 - Under Transaction Info, for "Payment Description", please enter the FULL PROPERTY ADDRESS (for BOTH the Commission Check and Broker Fee Check, if separate). If the property address is not added, it may cause a delay in payment.
 - Under Payment Amount, please be sure to enter the EXACT AMOUNT of the check. (**Please note if the closing attorney / title company has the commission and broker fee in separate checks, you will need to submit separately for each check.**)

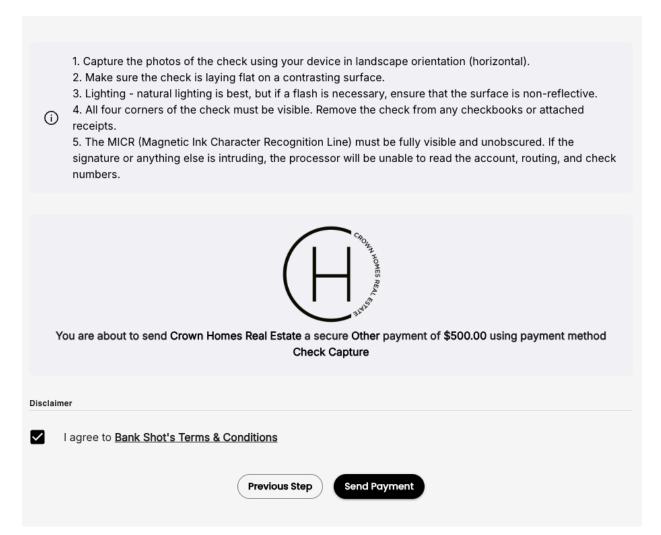




Continue to next step:

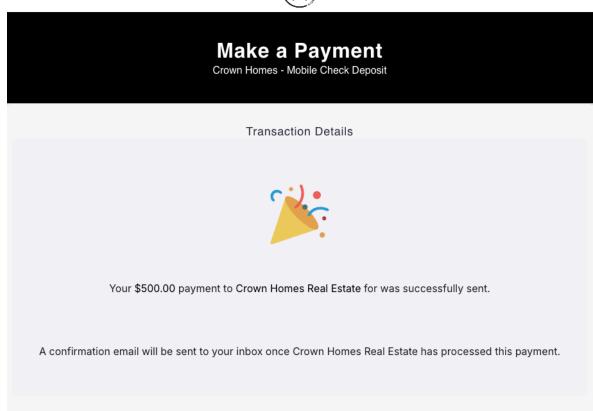
- 1. Take a photo of both the Front and Back of check (DO NOT SIGN)
- 2. Agree to Terms and Conditions
- 3. Send payment!





You will then see the following screen as confirmation:





We will receive an email to approve the payment submission and the processing time for us to receive the funds is around one business day.

- When completing the commission checklist:
 - There is a new section (as seen below). Please check the corresponding box mentioning "Crown Checks Mobile Deposit".
 - Please note if this service is used there will be a \$5 processing fee charged to the agent to utilize this service **per transaction**. *Crown Homes will be responsible for all other fees to utilize this service*

HOW ARE WE RECEIVING THE CHECK?	Dropped Off []	Mailed []	Crown Checks Mobile Deposit []
To Which Office Address:			
AGENT SIGNATURE:			_
TEAM LEADER SIGNATURE:			(if applicable)

If you choose to utilize this service, you MUST keep the physical check on file for a minimum of three years, OR drop off the check to the office for us to hold