



CROWN CHECKS MOBILE DEPOSIT

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.****)



Make a Payment

Crown Homes - Mobile Check Deposit

Transaction Details

Provide the details of your transaction with Crown Homes Real Estate

Payment Type

Other

Your Info

First Name *

Harlee

Last Name *

Antonio

Email *

harlee@chreteam.com

Transaction Info

Payment Description *

123 Test St, Hockessin, DE 19707

Payment Amount

Payment Amount *

\$500.00

Previous Step

Continue to next step

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!

Transaction Details

Provide the details of your transaction with Crown Homes Real Estate

Payment Method

☒

 Check Capture

Authorize Payment

Please remember to fill out the check before submitting. Do not submit a blank check

Warning. Do not sign back of check

Front of Check

Upload Front of Check Image

Back of Check

Upload Back of Check Image

1. Capture the photos of the check using your device in landscape orientation (horizontal).
2. Make sure the check is laying flat on a contrasting surface.
3. Lighting - natural lighting is best, but if a flash is necessary, ensure that the surface is non-reflective.
4. All four corners of the check must be visible. Remove the check from any checkbooks or attached receipts.
5. The MICR (Magnetic Ink Character Recognition Line) must be fully visible and unobscured. If the signature or anything else is intruding, the processor will be unable to read the account, routing, and check numbers.



You are about to send Crown Homes Real Estate a secure Other payment of \$500.00 using payment method Check Capture

Disclaimer



I agree to [Bank Shot's Terms & Conditions](#)

Previous Step

Send Payment

You will then see the following screen as confirmation:



Make a Payment

Crown Homes - Mobile Check Deposit

Transaction Details



Your \$500.00 payment to Crown Homes Real Estate for was successfully sent.

A confirmation email will be sent to your inbox once Crown Homes Real Estate has processed this payment.

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****