



COMMISSION PAYOUT FORM GUIDE

Email the following down below to:
COMMISSIONS@ALOHAHOMESAGENTS.COM

- a) COPY OF THE PROPERTY MLS(UPDATED SOLD MLS PAGE)
- b) FINAL SETTLEMENT STATEMENT
- c) COPY OF THE BANK DEPOSIT RECEIPT(FROM ESCROW)
- d) THE COMMISSION FORM
- e) ALL THE DOCUMENTS UPLOADED to Closed Files
Transaction Room DocuSign System IN ONE FILE BY TC with
THE CLOSING FILE CHECKLIST SIGNED BY THE AGENT
STACKED ON THE TOP

GO TO THE TEMPLATE FORM 10x AND MAKE YOUR
OWN COPY BY GOING TO "FILE" AND "MAKE A COPY"

PLEASE NOTE: (IT TAKES 1-2 DAYS FOR THE MONEY TO CLEAR IN THE
BANK FROM ESCROW. MEANING, WE CAN'T PAY YOU UNTIL THE
COMMISSION \$ ARE PHYSICALLY IN THE BANK AND AVAILABLE)

THE TOTAL COMMISSION AMOUNT SHOULD CORRELATE WITH THE
AMOUNT IN THE BANK FROM ESCROW. ALL OF THESE THINGS MUST
BE COMPLETED IN ORDER TO RECEIVE YOUR COMMISSION
CHECK(ALL SHOULD BE ATTACHED IN ONE EMAIL)

***IF YOU FORGET TO SEND IN ANY DOCS OR SEND IN ANY DOCS THAT ARE
INCORRECT: RESEND ALL REQUIRED DOCS AGAIN IN ONE EMAIL***