



17000 El Camino Real Ste. 107, Houston, TX 77058 / Tel: 281-282-0935 / Fax 281-282-0945  
Documents@utrtexasrealtors.com

### Commission Disbursement Authorization

Title Co.: \_\_\_\_\_  
Title Address: \_\_\_\_\_  
Closer: \_\_\_\_\_ Phone No.: \_\_\_\_\_  
Email Address: \_\_\_\_\_

Complete this section entirely.

Property Address: \_\_\_\_\_  
City: \_\_\_\_\_ Zip: \_\_\_\_\_  
GF# \_\_\_\_\_ Date of Closing: \_\_\_\_\_  
Sales Price: \$ \_\_\_\_\_

Complete this section entirely.  
The title company assigns a GF# to each file. You can usually find it in the subject line of their emails to you.  
o You do not need to amend your CDA if the closing date changes.  
o You DO need to amend it if the sales price changes, even if your commission doesn't change.

Our Agent's Name: \_\_\_\_\_ Copy to: \_\_\_\_\_

Your name. "Copy to" is for your TC, for example.

Compensation paid by:

Listing Broker: \_\_\_\_\_ % \$ \_\_\_\_\_  
Seller: \_\_\_\_\_ % + \$ \_\_\_\_\_  
Buyer: \_\_\_\_\_ % + \$ \_\_\_\_\_  
Bonus/BTSA: \_\_\_\_\_ + \$ \_\_\_\_\_

Compensation from Listing Broker.  
Compensation from Seller.  
Compensation from Buyer per your buyer's rep. agr.  
Bonuses or BTSAs you will receive..

Transaction fee payable to UTR-Texas, Realtors: \_\_\_\_\_ - \$ \_\_\_\_\_  
\*\*\*IMPORTANT\*\*\*  
• Mail our fee to: UTR-Texas, Realtors 17000 El Camino Real Ste 107 Houston, TX 77058  
• Email a copy of: Settlement Statement and Buyer's Walk-Through Form to: documents@utrtexasrealtors.com

UTR transaction fee per the Fee Schedule.

Agent Contribution to Buyer: (Home warranty, closing costs, etc.) - \$ \_\_\_\_\_  
*Note: Lender may require a Letter of Contribution.*

Any amount you are contributing out of your commission to the buyer.  
Note: Most lenders/builders will require a Letter of Contribution. Fill out the Request for Letter of Contribution and upload it to your Skyslope file.

Agent Contribution to Seller: - \$ \_\_\_\_\_

Any amount you are contributing out of your commission to the seller.

Referral fee/Other (attach referral agr.): - \$ \_\_\_\_\_  
Name of company: \_\_\_\_\_  
Name of agent: \_\_\_\_\_

If you are paying a referral fee to another broker.

Net commission payable to our agent: = \$ \_\_\_\_\_

Total commission due to you after adding/subtracting above.

\_\_\_\_\_

Your assigned Documents Review team member will have Alicia sign your CDA after your file is complete and will send it to Title.  
o Do NOT send your CDA to Alicia directly to approve.

APPROVED BY: Alicia Weaver, President