



2018 DISBURSEMENT AUTHORIZATION FORM

Email this DA with required docs to: <atcmetro@yahoo.com>

Closing Date ____ / ____ / ____

Associate's Name _____

Today's Date ____ / ____ / ____

SELLER'S SIDE DOCUMENTS REQUIRED

- Final Contract and Addenda
- Final Closing Disclosure (CD)
- Listing Agreement
- Seller's Disclosure (signed by both parties)
- Information About Brokerage Services
- Survey
- Other Document(s) _____

BUYER'S SIDE DOCUMENTS REQUIRED

- Final Contract and Addenda
- Final Closing Disclosure (CD)
- Buyer's Rep Agreement
- Seller's Disclosure (signed by both parties)
- Information About Brokerage Services
- Survey
- Other Document(s) _____

INTERMEDIARY ADDITIONAL DOCUMENTS REQUIRED

- Intermediary Relationship Form
- Buyer's Representation Agreement
- Listing Agreement

Property Address _____

City / ZIP _____

Seller's Name _____

Email _____

Buyer's Name _____

Email _____

Title Company _____

GF# _____

Closer _____

Email _____

Sale Price \$ _____ e.g., \$100,000

TOTAL 100% Commission @ ____% \$ _____ e.g., \$3000 @ 3%

Bonus \$ _____

Your Commission x ____% Split (IF on Split) \$ _____ e.g., \$3000 x 90% Split = \$2700

Referral Amount or Rental Fee \$ _____ ⇨ ⇨ ⇨ ⇨

Transaction Fee (\$100) \$ _____ e.g., \$100

E&O Listing Side (\$60) \$ _____ e.g., \$60

E&O Selling Side (\$60) \$ _____ e.g., \$60

Driscoll Children's Hospital Donation \$ _____ e.g., \$25

Send Fee to:

NET AMOUNT TO ASSOCIATE \$ _____ e.g., \$3000-\$160 = \$2840

Associate's Signature _____

Date _____

CONGRATULATIONS!

ONLY TIM TEAS CAN AUTHORIZE DIRECT DISBURSEMENT.

MAIN OFFICE:

ATC Metro Properties, Inc.
14725 S. Padre Island Drive
Corpus Christi, TX 78418



ADDITIONAL OFFICE

4838 Holly Road
Corpus Christi, TX 78411

BROKERAGE INFORMATION:

ATC Metro Properties TREC License #9000777
Timothy Teas Broker License #0398478
ATC Metro Properties Website <www.homes-metro.com>
HUD SAMS #ATCMTR7259
Tax ID # 45-2827259
Broker/Supervisor Email: <timteas@gmail.com>