



# COMMISSION DISBURSEMENT INSTRUCTIONS (EZ)

CLOSING DATE: \_\_\_\_\_ RMS Agent: \_\_\_\_\_

Property Address: \_\_\_\_\_

Seller: \_\_\_\_\_ Buyer: \_\_\_\_\_

Title Company / Closing Agent: \_\_\_\_\_

Cooperating Brokerage: \_\_\_\_\_ Co-op Agent: \_\_\_\_\_

Was this transaction the result of a REFERRAL? \_\_\_\_ If YES:

What is the referral payment due? (See Broker for Referral Calculation) \_\_\_\_\_

What is the name of the Real Estate firm? \_\_\_\_\_

What is the name of the Agent? \_\_\_\_\_

**Was this property managed by RMS Property Management? \_\_\_\_ Is the property occupied? \_\_\_\_**

(If YES, Lloyd will forward a copy of this Commission Disbursement to Property Management for Communication with Title Company)

**RMS OFFICE USE ONLY**

**Final Sales Price: \$ \_\_\_\_\_ X Total Commission Due \_\_\_\_ % = \$ \_\_\_\_\_**

**Commission to Coop Brokerage = \$ \_\_\_\_\_ Less \$ \_\_\_\_\_ = \$ \_\_\_\_\_**

**Commission to RMS Elite = \$ \_\_\_\_\_ Plus \$ \_\_\_\_\_ = \$ \_\_\_\_\_ **Line A****

**Agent Commission Calculation = \$ \_\_\_\_\_ (Line A)**

**Less \$295.00 = \$ \_\_\_\_\_ X Agent Split ( \_\_\_\_ %) = \$ \_\_\_\_\_ **Line B****

**INSTRUCTIONS TO TITLE CO:**

**Please pay:**

TO: (Agent) \$ \_\_\_\_\_ Line B

TO: RMS Elite Properties \$ \_\_\_\_\_ Line C

TO: Cooperating Brokerage \$ \_\_\_\_\_

TO: (Referral Company if Applicable) \$ \_\_\_\_\_

(Lines C + B must equal Line A)

THANK YOU

Lloyd Dreibelbis, BROKER  
RMS Elite Properties LLC  
4700 9<sup>th</sup> Ave. North  
St. Petersburg, FL 33713  
(O) 727-821-1999

[rmslloyd@gmail.com](mailto:rmslloyd@gmail.com)

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