

DISBURSEMENT AUTHORIZATION REQUEST "DA"

- ❖ Request for **Original DA** must be **UPLOADED NO LATER than 72 business hours prior to Closing – Must be Updated if Any Information Changes**
- ❖ Request for **Revised DA** must be **UPLOADED NO LATER than 24 business hours prior to Closing – Must be Updated if Any Information Changes**
- ❖ It is Agent's responsibility to make sure file is complete & compliant at least 72 Business hours prior to Closing in Paperless Pipeline
- ❖ If this is a "quick closing" remember personal checks for earnest money must be held for **10 business days**
- ❖ No DA will be issued on incomplete files
- ❖ Late Paperwork Fines and/or Outstanding Agent Balances will be collected on the Approved DA
- ❖ **Items below with * are Required - Upload to Paperless Pipeline**

*Agent Name: _____ *Branch Location for EM Pickup: _____

* ☐ **MXGA** -or- ☐ **MXGR** (Check One) *Closing Date: _____ *Binding Date: _____

*Property Address: _____ *City: _____ *Zip: _____

*Sale Price: \$_____ *Gross Commission for Your Side: \$_____

*Additional Commission Received at Closing – (Bonus / Fee / etc): \$_____

*FMLS Amount \$_____ (Sales Price x .0012) *MX1 Transaction Fee Based on Agent Split: \$_____ **(Plus MX1 Franchise Royalty Fee: \$10)**

*List Any/All Commission Concessions in this Contract (Home Warranty/Buyer Rebate/Referrals):

❖ Item: _____ Payable to: _____ \$_____

❖ Item: _____ Payable to: _____ \$_____

*Is the commission for your side of the transaction being split with more than one Maximum One Agent?
(Check One) ☐ **YES** -or- ☐ **NO**

*If "Yes", Agent's Name: _____ *Are they Realtor or Non-Realtor? _____

*Buyer's name as it is on the contract: _____

*Seller's name as it is on the contract: _____

*Closing Attorney Office: _____ (Please Do Not Abbreviate)

*Closing Attorney Email: _____ (Must Complete & Be Legible)

Name check should be made payable to if different than agent name above: _____

*Is Maximum One holding Earnest Money: ☐ **YES** -or- ☐ **NO** (Check One)

❖ If "Yes" pick up Earnest Money at your Branch specified above & take it with you to the closing.

❖ If "Yes" - Amount of Earnest Money: \$_____

Within 72 Hours After Closing:

Deliver to office: (Checks are to be placed in correct envelope and dropped into the deposit box specified at your branch)

❖ Checks payable to Maximum One

Upload into Paperless Pipeline:

❖ Original HUD-1 Settlement Statement

❖ FMLS #118 – Notice of Closing

❖ GMLS Report Showing Change Status of Listing (if it is your listing)

