



THE MICHAEL GROUP

Real Estate & Management

Funding Checklist (Sales)

Agent Name

Date of Closing

***** This request must be forwarded to The Michael Group office five (5) business days before the closing in order to guarantee that it be to the title company by the closing date.*****

- New Construction
- Information about brokerage services
- Fully executed contract
- Sellers Disclosure Notice
- Homeowner Association Addendum (if applicable)
- Lead Based Paint Addendum (if applicable)
- Fully executed Water District Notice MUD (if applicable)
- Copy of Settlement Statement (HUD) after closing
- Copy of MLS printout (of your listing) after closing

Commission Disbursement for Title Co.

Property Address, City,State,Zip

_____ **GF #**

Seller Name

Buyer Name

Title Company

Name of Closer

Title Company Address

Title Co. City,State,Zip

Title Company Phone Number

Title Company Fax Number

\$ _____ x _____ % = _____
Sales Price **Gross Commission**

FAX TO : 214-369-5300

Email to: dallascdas@themichaelgroup.com

All funds disbursed by The Michael Group will be mailed unless otherwise stated.