



INSTRUCTIONS ON SENDING CLOSING FILE TO OFFICE

Files and Documents: In any transaction related to Broker's real estate business in which Associate is involved, Associate must provide within 72 hours, agreements, disclosures, correspondence, data, and other information related to the transaction via email to contracts@conveyancerealtygroup.com. All required Closing documents are required prior to Broker signing "Commission Disbursement Authorization". [CDA]

If emailing closing documents, please email them to closing@conveyancerealtygroup.com

If faxing closing documents, please fax to: 404-591-5054

If mailing closing documents, please notify Broker and mail to:

Conveyance Realty Group

3588 Highway 138, Suite 168

Stockbridge, GA 30281

Marshia Ferguson is the Managing Broker and should be contacted for all real estate questions including contract information and information regarding closing files, CDA's, commission checks etc. Her email is marshia@conveyancerealtygroup.com and cell phone number is 404-732-4814.

PROCEDURE FOR EARNEST MONEY DEPOSITS:

CONVEYANCE REALTY GROUP DOES NOT HOLD EARNEST MONEY.

CONVEYANCE REALTY GROUP PREFERS NOT TO HOLD EARNEST MONEY. PLEASE WRITE ALL CONTRACTS UP SUCH THAT THE CLOSING ATTORNEY OR THE LISTING AGENT HOLDS FUNDS.



Master File “REQUIRED” Closing Check List
(Copies of all forms checked are required as part of your closing
file and prior to issuance of CDA)

Property Address _____

Agent _____ **Date** _____

_____ Fully Executed Contract with acceptance date and ALL signatures by ALL parties

(Including all addendums and special stipulations)

_____ Exclusive Buyer Brokerage Agreement (Signed by Agent and Buyer)

_____ Listing agreement and any addendums or stipulations

_____ Sellers Property Disclosure Statement signed and dated by BOTH the Buyer and Seller

_____ MLS Printout

_____ Inspection Report

_____ Copy of Earnest Money check (Copy of Option fee check)

_____ FINAL HUD STATEMENT

_____ T & R Form if applicable

Lease Agreements

_____ Lease Listing agreement

_____ Lease Contract

_____ Agreement Between Brokers form

_____ Copy of deposit and rent checks



3588 Highway 138 SE, Suite 168
Stockbridge, GA 30281
Phone: (404) 590-2741

Commission Disbursement Authorization

Closing Attorney: _____

Phone: _____ Fax: _____

Closer: _____ File #: _____

Closers Email Address (**REQUIRED**) _____

Property Located at: _____

Seller: _____ Buyer: _____

Listing Firm: _____ Agent Name: _____

Selling Firm: _____ Agent Name: _____

Closing Date: _____ **SALES PRICE \$** _____

INSTRUCTIONS TO CLOSING ATTORNEY

CRG authorizes the commission of \$ _____ to be paid in the following manner and delivered as indicated below:

\$100.00 To: CONVEYANCE REALTY GROUP
(Deliver/Overnight check, final HUD, and a copy of this CDA) to:
Conveyance Realty Group
ATTN: MARSHIA FERGUSON
3588 Highway 138 SE, Suite 168
Stockbridge, GA 30281
(Please do not give this check to the agent, thank you)

_____ \$ Pay Directly To: (Agent) _____

_____ \$ Pay Directly To: (Agent or Client) _____

Authorized Signature, Marshia Ferguson

Date