



### COMMISSION MEMORANDUM

Agent Submitting Form Name: \_\_\_\_\_

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

Seller/s: \_\_\_\_\_ Buyer/s: \_\_\_\_\_  
(Last Name/s) (Last Name/s)

Listing Side	Selling Side
Listing Agent: _____	Selling Agent: _____
Commission Rate: _____	Commission Rate: _____

**Referral One (CAR Form RFA-11 or Form W-9 from referring broker required):**

Side:  Listing  Selling

\$ Amount: \_\_\_\_\_ **OR** Percentage: \_\_\_\_\_ Off:  Top **OR**  Agent Portion

Referring Agent Name: \_\_\_\_\_

Referring Broker Firm: \_\_\_\_\_

(The following information is required if agent is licensed out of the state of California)

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_ Check delivery:  US Mail  FedEx  Hand (by CLR Agent)

**Referral Two (CAR Form RFA-11 or Form W-9 from referring broker required):**

Side:  Listing  Selling

\$ Amount: \_\_\_\_\_ **OR** Percentage: \_\_\_\_\_ Off:  Top **OR**  Agent Portion

Referring Agent Name: \_\_\_\_\_

Referring Broker Firm: \_\_\_\_\_

(The following information is required if agent is licensed out of the state of California)

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_ Check delivery:  US Mail  FedEx  Hand (by CLR Agent)

**Concession One:**

Credit to  Seller or  Buyer Amount: \_\_\_\_\_

Reason: \_\_\_\_\_

**Concession Two:**

Credit to  Seller or  Buyer Amount: \_\_\_\_\_

Reason: \_\_\_\_\_

Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**NOTE:** If two CLR Agents represent both sides of deal, both agents are required to submit this form and complete both the Listing and Selling Agents Name and commission rate.