

COMMISSION ADVANCE REQUEST FORM

INSTRUCTIONS:

- Please complete all sections below and fax/email to Commission Capital.

A. CONTACT INFORMATION:

Brokerage Name:	_____		
First Name:	_____	Last Name:	_____
Office Phone:	_____	Mobile:	_____
Office Fax:	_____	Email:	_____
Title:	_____		

Note: Please verify that the above information is correct.

B. COMMISSION ADVANCE REQUEST:

Address of
Property Sold: _____

I am requesting a commission advance of \$_____ from the amount earned on this sale. I acknowledge that Commission Capital will deduct a fee from this amount. (Maximum advance of up to 100% of net commission earned, excluding HST. Certain conditions apply.)

C. REQUIRED DOCUMENTS:

Please provide the following documents with your Commission Advance Request Form:

1. Copy of the Final Purchase and Sale Agreement (with amendments & waivers).
2. Copy of Trade Record Sheet (signed by Broker & Sales Representative).
3. Copy of SOLD MLS Listing.

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D. METHOD OF FUNDING *(If your preference is already on file with us, please leave empty):*

Choose (1) of the following:

Electronic Funds Transfer⁽¹⁾

Cheque⁽²⁾

(1) If **Electronic Funds Transfer** selected, please email/fax a VOID cheque to jeffrey.tse@CommissionCapital.ca and provide us with the below information:

Bank Name: _____ **Bank Number:** _____

Transit #: _____ **Account#:** _____

(2) If **Cheque** method selected, please select the desired delivery method below:

Mail to Broker Office

Pick up at Commission Capital Office