

Procedure - Option Fee Receipt

If the RMDS Listing Agent has **NOT** notified you ahead of time and you cannot get them on the telephone to obtain approval to receipt the option fee, **YOU MUST NOT SIGN.**

Tell the Agent requesting receipt of option that the seller can receipt the fee.

The **OPTION FEE** must be submitted within **3 calendar days** after the effective date of the contract.

IF Listing Agent Agrees to Approve the option fee,

- Enter the amount of the option fee check
- Enter the word **Check** (or whatever form of payment is given) along with the check number
- Sign your name and then write “**receiving for agent name**” (insert the actual agent’s name)
- Enter today’s date
- **DO NOT** receipt Earnest Money
- For the Agent delivering the fee give them— a copy of the check and they will keep the original page 9 of the contract showing that the option fee has been receipted.
- For the RMDS Listing Agent—keep the check and make a copy of page 8 and 9 of the contract showing the effective date and option fee receipted. Notify RMDS Listing Agent of the receipt and put documents in Agents file.

Contract Concerning _____		Page 9 of 9 4-20-2014	
(Address of Property)			
BROKER INFORMATION (Print name(s) only. Do not sign)			
Other Broker Firm _____	License No. _____	Listing Broker Firm _____	License No. _____
represents <input type="checkbox"/> Buyer only as Buyer's agent <input type="checkbox"/> Seller as Listing Broker's subagent		represents <input type="checkbox"/> Seller and Buyer as an intermediary <input type="checkbox"/> Seller only as Seller's agent	
Name of Associate's Licensed Supervisor _____	Telephone _____	Name of Associate's Licensed Supervisor _____	Telephone _____
Associate's Name _____	Telephone _____	Listing Associate's Name _____	Telephone _____
Other Broker's Address _____	Facsimile _____	Listing Broker's Office Address _____	Facsimile _____
City _____ State _____ Zip _____		City _____ State _____ Zip _____	
Associate's Email Address _____		Listing Associate's Email Address _____	
		Selling Associate's Name _____	Telephone _____
		Name of Selling Associate's Licensed Supervisor _____	Telephone _____
		Selling Associate's Office Address _____	Facsimile _____
		City _____ State _____ Zip _____	
		Selling Associate's Email Address _____	
Listing Broker has agreed to pay Other Broker _____ of the total sales price when the Listing Broker's fee is received. Escrow agent is authorized and directed to pay other broker from Listing Broker's fee at closing.			
OPTION FEE RECEIPT			
Receipt of \$ _____ (Option Fee) in the form of _____ is acknowledged.			
Seller or Listing Broker _____		Date _____	
CONTRACT AND EARNEST MONEY RECEIPT			
Receipt of <input type="checkbox"/> Contract and <input type="checkbox"/> \$ _____ Earnest Money in the form of _____ is acknowledged.			
Escrow Agent: _____		Date: _____	
By: _____		Email Address _____ Telephone (____) _____	
Address _____		Facsimile: (____) _____	
City _____ State _____ Zip _____			

TAD 1804

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