

# CHECK SUBMISSION FORM



**DO NOT SEND THIS FORM TO THE PIPELINE**

For checks being mailed or delivered to our office, email or bring this form (prior to anticipated check arrival) to the admin for the office WHERE THE CHECK WILL BE ARRIVING: Cool Springs: [dbrown@benchmarkrealtyn.com](mailto:dbrown@benchmarkrealtyn.com); Murfreesboro: [jgray@benchmarkrealtyn.com](mailto:jgray@benchmarkrealtyn.com); Midtown: [tmarks@benchmarkrealtyn.com](mailto:tmarks@benchmarkrealtyn.com)

DATE: \_\_\_\_\_ CHECK AMOUNT: \$ \_\_\_\_\_ MLS# \_\_\_\_\_

AGENT NAME: \_\_\_\_\_ Which office are you with?  
 Cool Springs  Midtown  Murfreesboro

PROPERTY ADDRESS: \_\_\_\_\_

## Earnest Money

EARNEST MONEY / BUYER(s) NAME: \_\_\_\_\_

CONTRACT DATE: \_\_\_\_\_ CLOSING DATE: \_\_\_\_\_

## Fees & Non-Sale Commissions (items NOT earnest money)

CLIENT(s) NAME: \_\_\_\_\_

INBOUND REFERRAL FEE  RENTAL COMMISSION  BPO FEE

OTHER – Explain: \_\_\_\_\_

Special Instructions: \_\_\_\_\_

IF COMMISSION IS DUE:  DIRECT DEPOSIT  CHECK

CHECK COPY

**PLACE CHECK HERE & COPY**

**TURN IN THE FORM WITH THE  
CHECK COPIED ONTO IT**

**Attach Original Check with a Paper Clip (NO tape or staple)**