

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

**CHECK SUBMISSION FORM**



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?  
 Cool Springs  Midtown  Murfreesboro

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

**Earnest Money**

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

BINDING AGREEMENT 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)