

Please be sure you have completed the following:

- * Added contact information for the Title Company including name, address, telephone number, escrow officer, and email address? Instructions on pg 2 of CDA Request.
- * Added both Seller and Buyer names and final sales price.
- * Uploaded all applicable documents in Paperless Pipeline?

If so, please complete the required information below as soon as possible but no later than 5 days prior to closing. The information provided will be used to verify the details entered within the transaction.

Please note: CDAs will not be issued, and funds will not be disbursed to the agent until the information for all contacts and all applicable documents for this transaction are received and reviewed in Paperless Pipeline.

Transaction Detail

Agent Name:	
Property Address/City:	
Closing Date:	Final Sales Price: \$

Compensation Detail - please be sure the following information is listed within the *Commission Summary* field of the transaction.

<i>Compensation Breakdown: How much and who pays (enter % and or flat fee below)</i>	
Seller Paid:	Buyer Paid:
<i>Deductions: Rebates, Autism Speaks, TC fee, Referral Fee, etc. (if applicable, enter info below)</i>	
Client Rebate: \$	Autism Speaks: \$
Transaction Coordinator (TC) fee: \$	TC Name:
TC Address:	
Referral Fee (W9 must be uploaded): \$	
Referral Payee:	
Referral Address:	
Other: (team split, home warranty, etc):	

How to add the Title Company information to the transaction:

Note / Email

Add Contact

Merge

Upload Docs

Search Docs

Role	Company / Address	Name	Email	Phone	Fax / Other
<div>Showing the most-used roles. Type to show more.</div>					
					<div>Cancel</div> <div>Add Contact</div>

Within the *blue bar menu*, click on **Add Contact**. Hover over **Role** and either begin typing Title Company or select from the drop down menu.

Note / Email

Add Contact

Merge

Upload Docs

Search Docs

Role	Company / Address	Name	Email	Phone	Fax / Other
Title Company	Providence Title 102 H	Carla Bauer	cbauer@protitltx.cor	817-341-0700	
<div>Add Note</div>					<div>Cancel</div> <div>Add Contact</div>

Enter and/or Select the Title Company information to include: Title Company Name with Address, Escrow Agent Name, email and phone number. Then **click on the green Add Contact** box. **Once a Title Company has been entered and saved it will appear as a selection within a drop down menu on any future transactions.**

1 Contact

Order Added

+ Add Contact

Carla Bauer, Title Company

cbauer@protitltx.com

817-341-0700

Providence Title 102 Houston Ave Suite #100, Weatherford, TX 76086

Once saved, the Title Company will appear under *Contacts*.