



Texas Ally
real estate group

Commercial Transaction Checklist

All Documents to be loaded into Brokersumo

For Sales

- Signed IABS Form
- Buyer's Rep Agreement /Listing Agreement
- Executed Contract Documents
 - Include ALL addenda, amendments, exhibits, appendices
- Filled Out Commission Disbursement Authorization Form (CDA)
 - Filled out through BrokerSumo
 - CDA must be filled out for all Sales and Leases
 - CDA must be signed by broker to be paid directly at closing
 - Document to be signed by broker no sooner than a week before closing
- Final SIGNED settlement Statement

For Leases

- Signed IABS Form
- Letter of Intent or equivalent
- Commission Agreement
- Lease Agreement
- Invoice
- Commission Disbursement Authorization form
 - For office use, filled out in Brokersumo