

Lead Agent:

DB #:

DB  
AC

Additional Agents (if applicable):

## ROUTING CHECKLIST

### Sales Checklist

- Routing Checklist
- Final Settlement Sheet(s)
- Transmittal letter from escrow agent listing enclosures with commission
- Check (if received)
- Title insurance commitment (most recent one prior to closing)
- Closing Documents

### Leasing Checklist

- Routing Checklist
- Copy of your invoice for services rendered
- Actual final lease, exhibits, and guarantees (if a renewal or amendment only, and NAIH does not have the underlying lease, you must attach a copy of the underlying lease and prior amendments)

### All Files

- If referral fees are involved, show evidence that all principals had prior knowledge and disclosure of all brokerage receiving compensation
- Make sure it is clear who owes the outside agency fee (Horizon or the principal)
- If NAI horizon is paying an outside fee, include a copy of the payee's real estate license and W-9
- Agency disclosures evidence: (1) To Whom; (2) Saying What; (3) When

### NAI Assignment Checklist

- Completed NAI Transaction Report
- Copy of corresponding closing statement, lease document, commission/ listing agreement and co-brokerage agreement.

## TRANSACTION INFORMATION

Transaction/Closing Date:

**Special Story**       **Social Media Post**

**Seller/Landlord:**

Mailing Address:

Suite:	City:	State:	Zip:
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**Buyer/Tenant:**

Mailing Address:

Suite:	City:	State:	Zip:
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Who did <b>YOU</b> represent:	Other Broker(s) Involved:
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Who did <b>THEY</b> represent:	Other Brokerage Firm:
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**Name of Property:**

Parcel(s) #:

Property Address:

Suite:	City:	State:	Zip:
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Lease Term:	Lease Rate \$:	Lease Type:
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Commence:	Expires:	Total Transaction Value:	Transaction Type:
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Investment:	Transaction Origin:	Fixturation Period:
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Free Rent (months):	TI Allowance/SF (\$):	Escalation (%):
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Property Type:	Zoning:	Total Bldg. SF:	Leased/Sold SF:
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Land Size:	Net Effective Rent (NER):	Renewal Option Date:
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Purchase Option Date:	Expansion Option Date:	Early Term Option Date:
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Nature of the Buyer/Tenant Business:

# TRANSACTION INFORMATION CONTINUED

Additional Information/Property Description:

Notes for Comps:

Remove Property from Listing Websites:

Remove Sign(s) from Property:

Update Property Info (If Applicable):

Confidential:

## FEE DISTRIBUTION

### COMMISSIONS

Total Gross Commission: \$	Check: #
Total Fee Payable to NAIH: \$	NAI #:
Total Fee Recieved: \$	<b>Outside Broker Paid:</b> <input type="checkbox"/> Direct <input type="checkbox"/> By NAIH <input type="checkbox"/> N/A
Total Fee Outstanding: \$	

## DISTRIBUTION TO BE PAID TO NAI HORIZON

Due NAI Horizon: \$	%	Due NAI Global: \$	%
Due Outside Firm: \$		Due Referral: \$	
Firm Involved:		Firm Involved:	
Address:		Agent Name:	
		Agent Phone:	
Agent Name:		RE License:	
Agent Phone:		Tax ID #:	
RE License #:			
Tax ID #:			

*Provide W-9 for any outside broker we are paying.*

## HORIZON DISBURSEMENT

Agent:	GBD%:	PROJECTED PAYMENTS	
Agent:	GBD%:	Date:	\$
Agent:	GBD%:	Date:	\$
Agent:	GBD%:	Date:	\$
Agent:	GBD%:	Date:	\$
Total %		Date:	\$

### ACCOUNTING USE ONLY:

Amount Received	Date	Amount recieved	Date

Agent: \_\_\_\_\_

Date: \_\_\_\_\_

Designated Broker: \_\_\_\_\_

Date: \_\_\_\_\_