

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:

**NAI Company Page Post**

Eligible for company posting only if the transaction meets one of the following thresholds: **Sale value of \$500,000 or greater, OR Lease of 5,000 SF or more with a minimum 3-year term**

**Agent Personal Social Media Post**

Marketing will create content for agent's personal account. Agent is responsible for posting once content is received.

**Seller/Landlord:**

Mailing Address:

Suite:

City:

State:

Zip:

**Buyer/Tenant:**

Mailing Address:

Suite:

City:

State:

Zip:

Who did **YOU** represent:

Other Broker(s) Involved:

Who did **THEY** represent:

Other Brokerage Firm:

**Name of Property:**

Parcel(s) #:

Property Address:

Suite:

City:

State:

Zip:

Lease Term:

Lease Rate \$:

Lease Type:

Commence:

Expires:

Total Transaction Value:

Transaction Type:

Investment:

Transaction Origin:

Fixturization Period:

Free Rent (months):

TI Allowance/SF (\$):

Escalation (%):

Property Type:

Zoning:

Total Bldg. SF:

Leased/Sold SF:

Land Size:

Net Effective Rent (NER):

Renewal Option Date:

Purchase Option Date:

Expansion Option Date:

Early Term Option Date:

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 Received: \$	<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 Received	Date

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

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

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

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