

## Request for Closing DA (Disbursement Authorization)

**Date of Request:** \_\_\_\_\_ **Date of Closing:** \_\_\_\_\_

**Agent Name:** \_\_\_\_\_

**Address of Property:** \_\_\_\_\_

**Sale Price:** \_\_\_\_\_ **Amount of Earnest Money:** \_\_\_\_\_

**Earnest money held by:** \_\_\_\_\_

**Closing Attorney:** \_\_\_\_\_ (Make E/M Check payable to)

**Special Notes:** \_\_\_\_\_

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All paperwork must be complete and turned in along with this form no less than 72 hours prior to the closing date and not more than 10 business days prior to the closing date. DA's will be disbursed to the agent typically 1 business day after receiving COMPLETE closing documents and paperwork. DA requests need to be placed in the MCA's mailbox.

You must come into the office and pick-up the copy of the DA. When issued, DA's will be placed in your mailbox. All paperwork must be turned in and the PINK checklist must be complete in order to receive a DA for closing.

Once the DA has been issued, the agent may proceed to closing. **If for any reason the amounts on the checks are different than what the DA directs, YOU MUST OBTAIN NEW APPROVAL.** The closing attorney does not have authorization to disburse amounts different than what is listed on the DA. This includes sales price and commission amounts. No changes can be made at the closing table. In event that changes are made, disbursement of funds will be paid AFTER closing.

Within 24 hours after closing, the agent must return to the office with two copies of the HUD-1 and all checks disbursed at the closing on behalf of KW (i.e., FMLS, referrals, office commission, KW Cares, etc.), except the agent's check. The agent my deposit his/her check at any time. **If the agent fails to return the HUD's and checks (including FMLS) to the MCA within 24-hours after the closing date, the agent's privilege of being paid at the closing table will be revoked.**

If a contract does not close on the original closing date that the DA was issued for, an extension must be presented for the brokers file to MCA immediately for the DA to remain valid. **DA's are only valid for an extension of 7 days once issued.** Any DA's for closings past 7 days of original closing date must be reissued. A new request must be submitted along with the original DA issued. DA's with earnest money checks must be returned to the MCA immediately if closing date changes. The earnest money will be reissued with a corrected DA. **If the agent fails to return the earnest money checks to the MCA, the agent's privilege of being paid at the closing table will be revoked.**

**It is the agent's responsibility to verify that commissions are correct prior to the closing.** If agent "rolls over" during the beginning of a month in which a DA has been already issued, it is the agent's responsibility to pay both company dollar and royalty back to Keller Williams. If an agent caps during the month and there is an over payment of either company dollar or royalty, the agent will be issued a commission check to correct the amount of the overpayment.

**No DA's will be issued the first three business days of the month, or until the prior month's financials have been transmitted to KWRI and Region.**