



Firelight Realty

Turn-in Checklist

Property Information:

Property Address: _____ Expected Closing Date: _____

Your Name: _____

Client Name: _____

Referral Brokerage Name: _____

Referral Agent Information: _____

Prior to Your Referral Closing

- ☐ **Ensure Completion of Firelight Realty's Onboarding Documents:** All required Firelight Realty documents must be reviewed, signed, and submitted during your onboarding process. Please be sure copies of your completed *Independent Contractor Agreement, Policy and Procedures, and W-9* are on file.

Submit Executed Referral Agreement

- ☐ Submit a **copy of the Executed Firelight Referral Agreement** to the Firelight Realty broker or manager within **2 business days** of execution. Ensure all information is accurate before submission.

Required Documents for Payment:

The following documents must be on file with Firelight Realty before we can process your commission payment:

- ☐ A copy of your **W-9**.
- ☐ A completed **Firelight Realty Commission Payout Preference Form**.

Documents Required by the Other Brokerage or title company:

- ☐ Provide the other brokerage or title company with a copy of **Firelight Realty's W-9**. This form can be accessed in the "Agent Services" section of Firelight Realty's website (www.firelightrealty.us)

Confirm payment mailed to:

- ☐ **Firelight Realty LLC**
989 Burlwood Ct.
Longwood, FL 32750