



REAL MORTGAGE ASSOCIATES

MORTGAGE FILE COMMISSION FOLLOW UP

Date: _____

Fill out all applicable fields

Applicant First Name*: _____

Applicant Last Name*: _____

Co-Applicant First Name*: _____

Co-Applicant Last Name*: _____

Property Address*: _____

RMAI File Number*: _____

Lender*: _____

Funded Volume: _____

Closing Date*: _____

☐ Finder Fee Expected

Finder Fee Amount: _____

☐ Broker Fee Expected

Broker Fee Amount: _____

Lawyer Name: _____

☐ Insurance Rebate Expected

Ins. Rebate Amount _____

Submission Broker/Agent*: _____

Agent On Deal*: _____

**fields must be completed*

Prior to submission

Ensure all statements below are answered YES to outstanding commission:

- ☐ YES a completed file has been submitted to Head Office
- ☐ YES a 'file complete' email received
- ☐ YES file closing date is longer than 2/3 weeks ago
- ☐ YES file is not listed in past commission statements

Please tell us what you are inquiring about commission/issue:

EMAIL to: admin@rmabroker.ca