

CHECK PROCESSING

Example Check

		Date
Pay to the Order of	Keller Williams Realty Metropolitan	\$ Dollar Amount
Dollar Amount Written Out		Dollars
Memo: Property Address/ MLS #	Signature	
Routing Number Check Number Account Number		

Agent Delivering the Check

1. Make sure the check is filled out correctly
2. Scan a copy of the check (& documents if a closing) to yourself
3. Fill out the Red Envelope (Located in the mailroom in the Bedford Office)

Circle: 1st deposit / 2nd deposit / Commission / Referral / Lease / Credit Check Fee

\$ _____ MLS# _____ Date _____

Property _____

Buyer's Name _____ Seller's Name _____

Buyer's Agent _____ KW? Y / N

Listing Agent _____ KW? Y / N

Team _____ Coach _____ Docs Uploaded? Y / N

4. Place the Check in the envelope (if it is a closing check – please include the closing documents)
5. Then place the check in the correct basket. (1st Deposit, 2nd Deposit, Closing)

Mailed in or Hand Delivered Checks (by Buyer or Co-Broke)

1. The envelope is opened & checked to make sure the check is filled out correctly.
If it is not filled out correctly, the listing agent will be reached out to.
2. Using the Property Address or MLS# on the memo line of the check the transaction is looked up to determine if it is the 1st or 2nd deposit.
If unable to determine the transaction, a Mystery Check is sent to all agents.
3. A copy of the check is made for the files and scanned to the agent as notification of the check being received and processed. (See example on the next page)

KW METROPOLITAN

KELLERWILLIAMS. REALTY

168 South River Road
Bedford, NH 03110
(603)232-8282

Accounting

Deposit Date: _____

Escrow Deposit

Agent (s) Name: Frank Skabopolis

Property Address: 123 Main St

Street Dover, NH

Town, State Marie Jane

Buyer(s) Name(s): _____

Deposit Amount: \$ 5,000 Check Number: 01928234

Received by: Meghan Sylvan Date: 7/5/23

Each office is independently owned and operated

6/22/2023

Marie Jane
Authorized Signatory, No. 00
North Conway, NZ

Date: 7/4/23

Pay to the order of: Keller Williams Realty Metropolitan \$ 5,000
Five Thousand ^{xx/00} Dollars

BANK COMPANY | 29389047
29389047 08297

Memo: 123 Main St. Dover

Marie Jane
Authorized Signatory