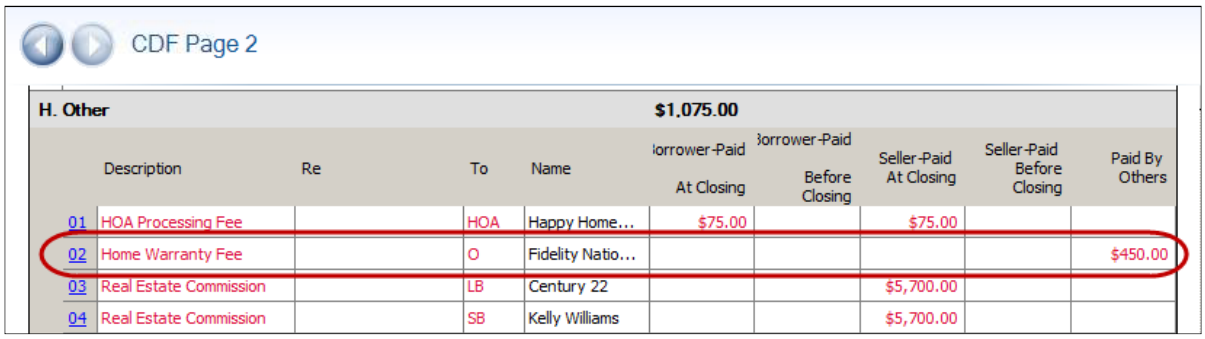
Entering a Broker-Paid Fee on the CDF

Real Estate Agents/Brokers may pay fees for the Buyer or Seller, for example a home warranty. Follow these steps to disclose the Broker-paid fee.

1. Navigate to the **CDF Page 2** screen
2. On first available line, enter the **Description**
3. In the **Paid by Others** column enter the charge amount

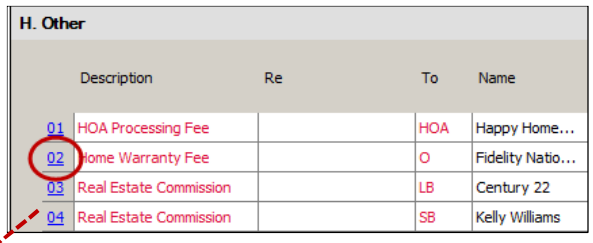


CDF Page 2

H. Other $1,075.00

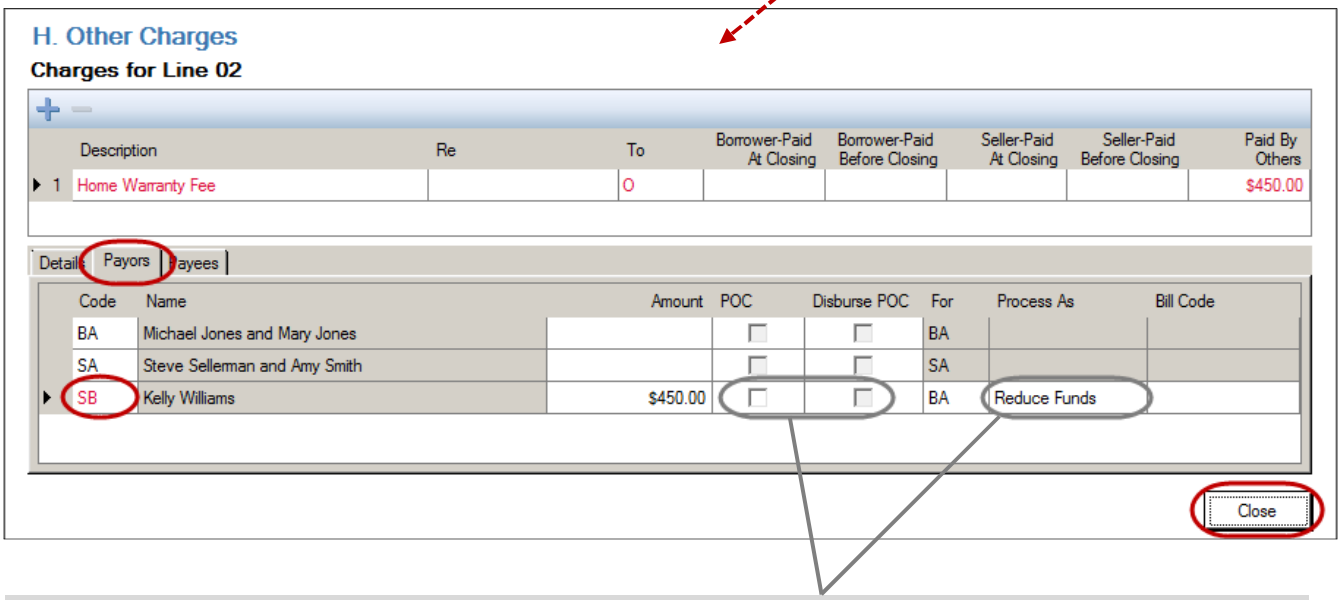
	Description	Re	To	Name	Borrower-Paid At Closing	Borrower-Paid Before Closing	Seller-Paid At Closing	Seller-Paid Before Closing	Paid By Others
01	HOA Processing Fee		HOA	Happy Home...	$75.00		$75.00		
02	Home Warranty Fee		O	Fidelity Natio...					$450.00
03	Real Estate Commission		LB	Century 22			$5,700.00		
04	Real Estate Commission		SB	Kelly Williams			$5,700.00		

4. Click the Line number link to open the **Charges for Line** window
5. Click the **Payors** tab
6. In the **Code** drop-down, select the Real Estate Broker
7. Click the **Close** button



H. Other

	Description	Re	To	Name
01	HOA Processing Fee		HOA	Happy Home...
02	Home Warranty Fee		O	Fidelity Natio...
03	Real Estate Commission		LB	Century 22
04	Real Estate Commission		SB	Kelly Williams



H. Other Charges

Charges for Line 02

	Description	Re	To	Borrower-Paid At Closing	Borrower-Paid Before Closing	Seller-Paid At Closing	Seller-Paid Before Closing	Paid By Others
1	Home Warranty Fee		O					$450.00

Details | Payors | Payees

Code	Name	Amount	POC	Disburse POC	For	Process As	Bill Code
BA	Michael Jones and Mary Jones		☐	☐	BA		
SA	Steve Sellerman and Amy Smith		☐	☐	SA		
SB	Kelly Williams	$450.00	☐	☐	BA	Reduce Funds	

Close

NOTE: The **POC/Disburse POC** check boxes **are not checked** and the **Process As** field auto-populates with **Reduce Funds** in system-generated black text because the amount was entered in the **Paid By Others** column.

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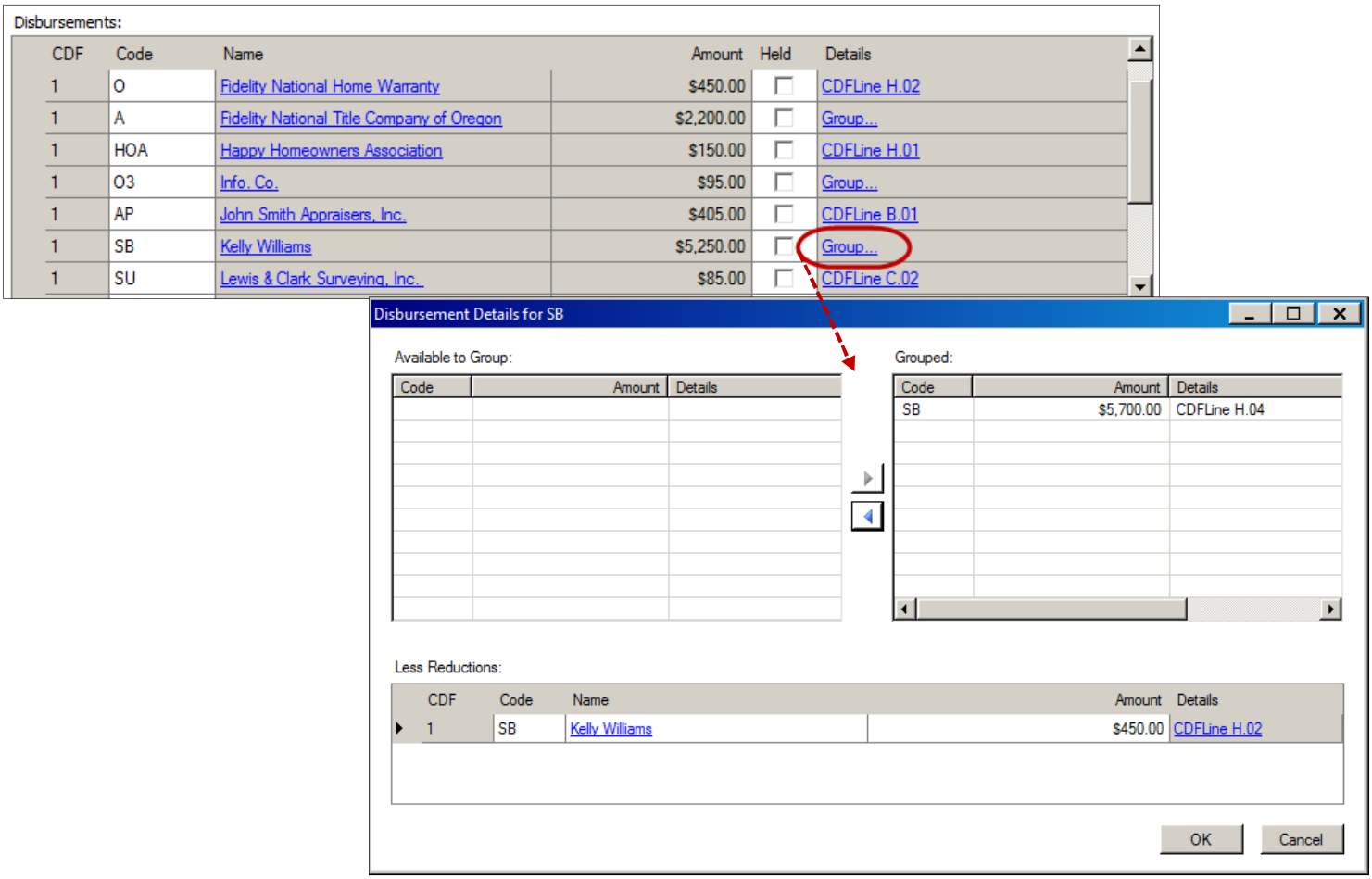
Entering a Broker-Paid Fee on the CDF

On the **Stmt./HUD Amounts** screen, in the **SB** Group, the pending disbursement to the Real Estate Agent/Broker is reduced by amount of the fee (home warranty).



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