

Entering a Referral Fee on the HUD-1

Follow these steps when you need to pay a referral fee out of the Real Estate Agent/Broker commission.

1. In the Contact grid, add the referral company as an **O-Other Contact** type

| MS | Type | Name | Code | Phone | Fax | Main Contact |
|-------------------------------------|----------------------|---------------------------|------|---------------|---------------|--------------|
| <input type="checkbox"/> | Lender | First Ever Savings & Loan | L | (888)555-0000 | (800)888-5555 | Lisa Lender |
| <input checked="" type="checkbox"/> | Listing Agent/Broker | Century 22 | LB | (888)555-0000 | (555)888-0000 | Luke Lister |
| <input type="checkbox"/> | Other (Home Warr... | | 0 | | | |
| <input type="checkbox"/> | Other (Referral) | Referral Company | 02 | | | |
| <input type="checkbox"/> | Other | | 03 | | | |
| <input type="checkbox"/> | Other (Home Warr... | HMS North Central | 04 | | | |

2. Navigate to the **Commissions (700)** screen
3. In the next available line, enter the **Description**
4. In the **Seller** column, enter the referral fee amount
5. In the **HUD-1 To Code** drop-down, select the referral company you entered as an **O-Other Contact**

| Line | Description | Re | Commission | Borrower | Seller | HUD-1 To Code | HUD-1 To Name |
|------|-------------------------------|----|------------|----------|-----------|---------------|------------------|
| 701 | Listing agent commission | | 5,545.00 | | | LB | Century 22 |
| 702 | Selling agent commission | | 5,250.00 | | | SB | Kelly Williams |
| 703 | Commission paid at settlement | | | | 10,795.00 | | |
| 704 | Referral Fee | | | | 500.00 | 02 | Referral Company |
| 705 | | | | | | | |
| 706 | | | | | | | |

6. Expand the **Payors** more/less bar
7. Change the Payor **Code** drop-down to the appropriate Real Estate Agent/Broker (**LB**-Listing Agent/Broker or **SB**-Selling Agent/Broker)
8. Check the **POC** check box (if necessary, overwrite the system-generated POC verbiage)
9. Check the **Disburse POC** check box
10. In the **Process As** drop-down, select **Reduce Funds**

704 Referral Fee Ref: P.O.C. \$500.00 Buyer pay: % Borrower Seller \$0.00

HUD-1 to: 02 Referral Company Bill code:

Additional description:

6 Payors

| Code | Name | Amount | POC | Disburse POC | For | Process As | Bill Code |
|------|-------------------------------|--------|-------------------------------------|-------------------------------------|-----|--------------|-----------|
| BA | Wilma Walking and Wilbur Walk | | <input type="checkbox"/> | <input type="checkbox"/> | BA | | |
| LB | Century 22 | 500.00 | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | SA | Reduce Funds | |
| * | | | | | | | |

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Viewing the Disbursement

To view the disbursement to the referral company,

1. Navigate to the **HUD-1 Amounts** screen
2. For the real estate broker paying the fee, click the **Group** link

Register Documents Checklist Tasks Requested Tasks HUD-1 Amounts

Receipts:

| HUD | Code | Name | Amount | Details |
|-----|------|---|--------------|------------|
| 1 | BA | Wilma Walking and Wilbur Walk | \$177,742.03 | From Buyer |

Σ Total: \$177,742.03

Disbursements:

| Linked | HUD | Code | Name | Amount | Held | Group | Details |
|-------------------------------------|-----|------|--|-------------|--------------------------|-------|------------------------------|
| <input checked="" type="checkbox"/> | 1 | S | Beth Tuck | \$81,994.00 | <input type="checkbox"/> | | To Seller |
| <input checked="" type="checkbox"/> | 1 | P | Burlington Northtown Community Credit U... | \$75,124.25 | <input type="checkbox"/> | | Hud Line 504 |
| <input checked="" type="checkbox"/> | 1 | LB | Century 22 | \$5,045.00 | <input type="checkbox"/> | | Group... |
| | | | | | | | Group... |
| | | | | | | | HudLine 1302 |
| | | | | | | | Group... |
| | | | | | | | Hud Line 100 |

Disbursement Details

| HUD | Code | Name | Amount | Separate | Group | Details |
|-----|------|----------------------------|------------|--------------------------|-------|------------------------------|
| 1 | LB | Century 22 | \$5,545.00 | <input type="checkbox"/> | | Hud Line 701 |

Less Reductions

| HUD | Code | Name | Amount | Details |
|-----|------|----------------------------|----------|------------------------------|
| 1 | LB | Century 22 | \$500.00 | Hud Line 704 |