

## Entering Earnest Money Retained by Listing/Selling Agent

### Overview

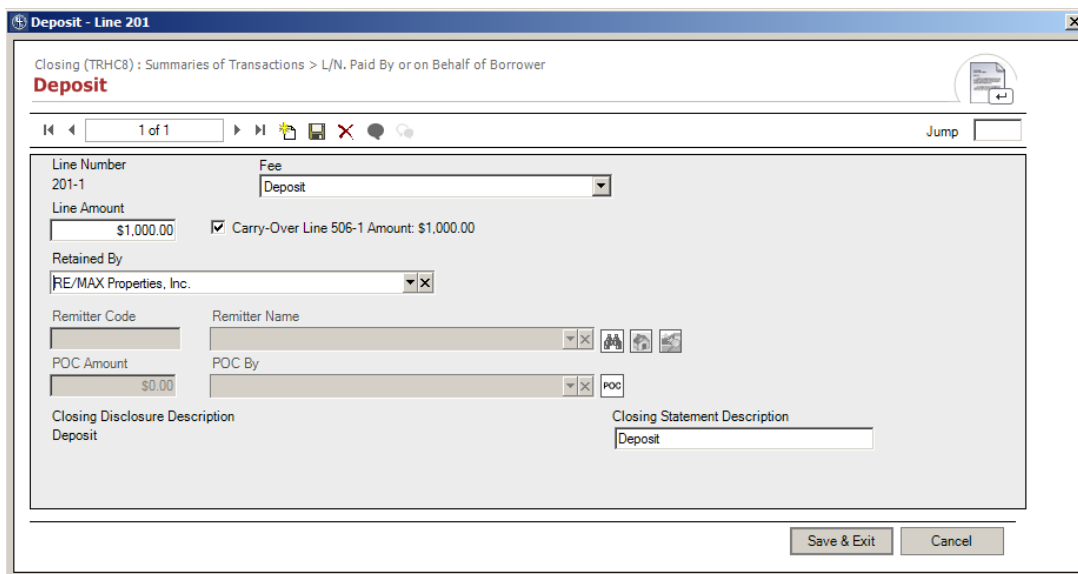
When a listing or selling agent/broker retains earnest money, you can enter the retained amount so that it is subtracted from the total commission paid at settlement. The new amount of commission is then reflected on the appropriate commission line.

If the listing or selling agent/broker is holding the earnest money, use the following steps to record the earnest money.

### Deposit/Earnest Money (Lines 201/506)

#### Steps

1. From the Closing Disclosure or 2010 HUD Settlement Statement, open the Line 201 (Deposit) detail screen.
2. Complete the following:
  - **Line Amount** – Type the earnest money amount.
  - **Retained By** – Select the agent/broker who is holding the earnest money from the drop-down. (If this list is blank, go back to the commission lines and input the agent/broker's commission).



3. Click **Save & Exit**. The earnest money prints in both the buyer and seller columns.

CD:

		L.N. Paid By or on Behalf of Borrower	Add		
	\$1,000.00	Deposit			\$1,000.00

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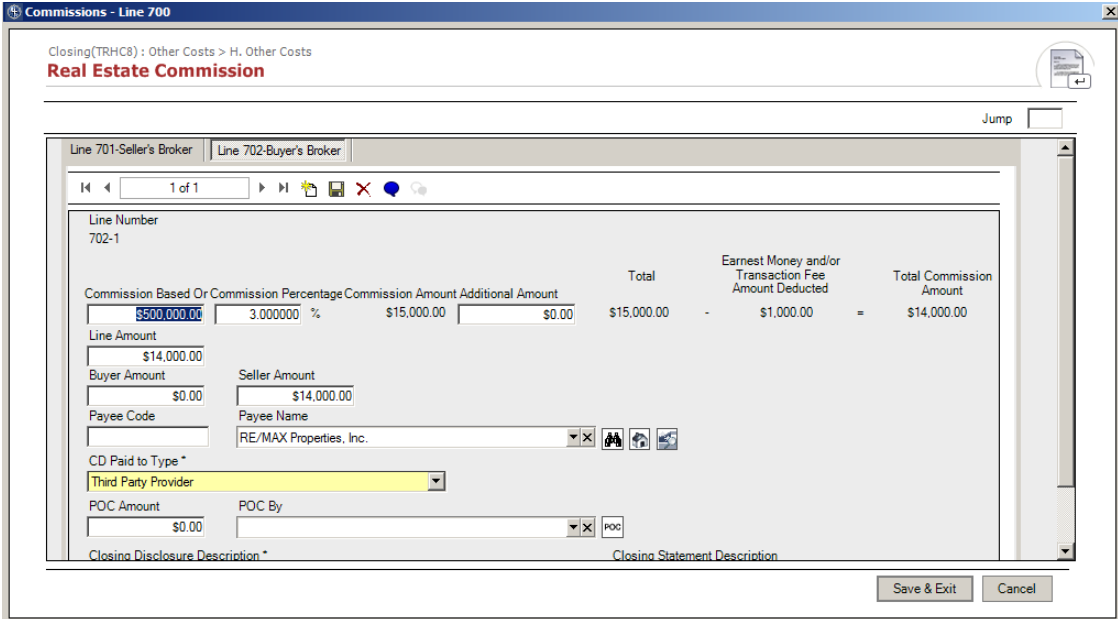
HUD 2010:

200. Amounts Paid by or in Behalf of Borrower		500. Reductions in Amount Due to Seller	
201. Deposit or earnest money	\$1,000.00	501. Excess deposit (see instructions)	
202. Principal amount of new loan(s)	\$400,000.00	502. Settlement charges to seller (line 1400)	\$29,000.00
203. Existing loan(s) taken subject to		503. Existing loan(s) taken subject to	
204.		504. Payoff of first mortgage loan	
205.		505. Payoff of second mortgage loan	
206.		506. Deposit or earnest money	\$1,000.00

## Real Estate Commission (Lines 700-703)

When you open the commission lines detail screen, notice the earnest money amount is automatically subtracted from the listing or selling agent's commission.

CD:



	Real Estate Commission Buyer's Broker \$15,000.00 - \$1,000.00 to RE/MAX Properties, Inc.	\$14,000.00
	Real Estate Commission Seller's Broker \$15,000.00 to Century 21 Real Estate	\$15,000.00

HUD 2010:

700. Total Real Estate Broker Fees based on price \$500,000.00 @ 6.000000% = \$30,000.00	Paid From Borrower's Funds at Settlement	Paid From Seller's Funds at Settlement
Division of commission (line 700) as follows:		
701. \$15,000.00 to Century 21 Real Estate		
702. \$15,000.00 - \$1,000.00 to RE/MAX Properties, Inc.		
703. Commission paid at settlement \$29,000.00		\$29,000.00
704. \$1,000.00 earnest money retained by Selling Agent as POC		

On the HUD 2010, the earnest money also displays on line 704.

The net commission amount displays on line 703 inside the seller's column.

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## Disbursement Worksheet

Since the earnest money amount is automatically subtracted from the agent's commission in the commission lines, the net commission flows to the Disbursement Worksheet.

<b>03 RE/MAX Properties, Inc.</b>			
Real Estate Commission Buyer's Broker	702-1		\$14,000.00
		<b>Total:</b>	<b>\$14,000.00</b>