

**FORT LEE, NJ**

222 Bridge Plaza South, #580  
Fort Lee, NJ 07024  
T. 201 917 3830 F. 201 917 3831

**PALISADES PARK, NJ**

242 Broad Avenue  
Palisades Park, NJ 07650  
T. 201 944 5353

**NEW YORK, NY**

16 W 32nd Street, #702  
New York, NY 10001  
T. 212 560 8938 F. 212 273 9739

**DULUTH, GA**

2385 Satellite Boulevard  
Duluth, GA 30096  
T. 404 913 5308

## Commission Instruction

### ❖ Commission Check issuing

When closing is done all supporting documents must be submitted as soon as closing has been done. Please be aware that if any document is missed, following steps can't be processed, hence the commission check won't be issued until it's completed.

- Commission issue date every week ONLY on Wednesday & Friday
- Submitted all doc from Tuesday through Thursday: Check issuing on Wednesday
- Submitted all doc from Friday through Monday: Check issuing on Friday

### ❖ Wire transfer (if you needed)

Please let the accounting department know all the information regarding wire transfer before issuing the check.

The information we need is below.

- Bank name, bank address, routing number, account number, beneficiary name, phone number, address

### ❖ Note

The agent is accountable for all bounce fees totaling \$30 arising from the commission deposit, as well as all wire fees of \$20 resulting from the agent's requests. (Please note that fees may vary based on the circumstances.)

Accounting department: [accounting@clandadmins.com](mailto:accounting@clandadmins.com)