



1. From the listing, click the “Transaction Desk”

MLS#: **2036222**

Community: **Hunts Point**

Bedrooms: **3**

School District: **Bellevue**

Potential Terms: **Cash Out**

Bathrooms: **3**

Status: **Pending** (05/12/2023)

Area: **520**

SqFt: **4,900**

CDOM: **72**

Lot Size: .



1 / 17

Welcome to Waters Edge!



Transaction Desk

Bring
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WeLakeside

REAL ESTATE

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2. In “Transaction Desk”, click “Forms”

3121 Hunts Point Cir Open Listing #: 2036222 Seller: Undisclosed

Address: 3121 Hunts Point Circle, Hunts Point
Buyer:
Agent: Fan Teng

Transaction Dashboard

Detail Overview

Residential Sale
Status: Open
Address:
3121 Hunts Point Circle
Hunts Point
King

Forms

Start A New Form

Wizard
Dashboard
Details
Contacts
Forms
Signings
Documents
Checklist
Tasks

2.5. Click “+” to Add Forms”

3121 Hunts Point Cir Open Listing #: 2036222 Seller: Undisclosed

Address: 3121 Hunts Point Circle, Hunts Point
Buyer:
Agent: Fan Teng

Forms

Search

Add Forms + Add

Empty - None Found

Wizard
Dashboard
Details
Contacts
Forms
Signings



3. Search, select and add “Form 40”

Search Keyword

Form 40

Close Add forms to transaction form 40 Add

Library forms matching "form 40"

	Form 40 - Compensation Disbursement Form All Statewide Forms	<input checked="" type="checkbox"/>
	Form 40A - Compensation Disbursement (Buyer Funded) All Statewide Forms	<input type="checkbox"/>
	Form 40 - Compensation Disbursement Form Listing/Selling Forms	<input checked="" type="checkbox"/>
	Form 40A - Compensation Disbursement (Buyer Funded) Listing/Selling Forms	<input type="checkbox"/>

The image shows a software interface for selecting forms. At the top, there is a search bar with the text 'form 40' and an 'Add' button. Below this is a list of search results under the heading 'Library forms matching "form 40"'. The list contains four items, each with a document icon, a title, a subtitle, and a selection checkbox. The first and third items have their checkboxes checked. A blue arrow points to the search bar, and another blue arrow points to the first checked checkbox. Red circles highlight the search bar, the 'Add' button, and the first checked checkbox.



How to Prepare Form 40

4. Fill the information

- company's bank info
- No paper check, wire only
- The rebate if any

EST SERVICE

File AA Fonts Clause Transaction Forms Save/Exit

Buyer Brokerage Firm must:				Today's Date: 5/18/2023	
(1) Fill in the following completely.					
(2) Sign in the space provided.					
(3) Send a copy to the Listing Brokerage Firm.					
(4) Send a copy to the Closing Agent.					
(5) Retain a copy.					
Buyer	Input the Buyer(s) name		Buyer		
Seller	Input the Seller(s) name		Seller		
Listing No.	2036222	Purchase Price:			
Property Address	3121	Hunts Point Circle	Hunts Point	WA	98004
Closing Agent	Input the Escrow's name				
Closing Agent's Address					
The Closing Agent is instructed to disburse the Buyer Brokerage Firm's compensation and mail it direct with copies of this form as follows:					
\$ 100,000.00	to	WeLakeside	(Buyer Brokerage Firm)		
		Chase#3250 [redacted] 161	No paper check, wire only	WA	98004
\$ 10,000.00	to	Buyer as closing cost			
\$					
For security reason, please ask your office to provide the bank information					
Buyer Brokerage Firm				Phone	(425) 246-1453

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5. Click the “sign” to configure remote sign

IT
CE.

File

AA Fonts

Clause

Transac

Send To New Authentisign



Save Exit

Buyer Brokerage Firm must: (1) Fill in the following completely. (2) Sign in the space provided. (3) Send a copy to the Listing Brokerage Firm. (4) Send a copy to the Closing Agent. (5) Retain a copy.					Today's Date: <u>5/18/2023</u>	1
Buyer <u>Input the Buyer(s) name</u>						2
<small>Buyer</small> _____ <small>Buyer</small> _____						3
Seller <u>Input the Seller(s) name</u>						4
<small>Seller</small> _____ <small>Seller</small> _____						5
Listing No. <u>2036222</u>		Purchase Price: _____				6
Property Address	<u>3121</u>	<u>Hunts Point Circle</u>	<u>Hunts Point</u>	<u>WA</u>	<u>98004</u>	7
	<small>Address</small>	<small>Address</small>	<small>City</small>	<small>State</small>	<small>Zip</small>	8
Closing Agent <u>Input the Escrow's name</u>						9
Closing Agent's Address _____						10
<small>Address</small> _____ <small>City</small> _____ <small>State</small> _____ <small>Zip</small> _____						11
The Closing Agent is instructed to disburse the Buyer Brokerage Firm's compensation and mail it direct with copies of this form as follows:						12
\$ <u>100,000.00</u>	to <u>WeLakeside</u>			(Buyer Brokerage Firm)		13
	<u>Chase#325070760</u>	<u>Account#597977161</u>	<u>No paper check, wire only</u>	<u>WA</u>	<u>98004</u>	14
	<small>Address</small>	<small>Address</small>	<small>City</small>	<small>State</small>	<small>Zip</small>	15
						16

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6. Click “Add Participants” -> “Add New”

3121 Hunts Point Cir - Form 40 - Compensation Disbursement ...

Form 40
Compensation Disbursement Form
Rev. 10/22
Page 1 of 1

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COMPENSATION DISBURSEMENT FORM

Today's Date: 5/18/2023

Buyer Brokerage Firm must:
(1) Fill in the following completely.
(2) Sign in the space provided.
(3) Send a copy to the Listing Brokerage Firm.
(4) Send a copy to the Closing Agent.
(5) Retain a copy.

Buyer **Input the Buyer(s) name**

Seller **Input the Seller(s) name**

Listing No. 2036222 Purchase Price: _____

Property Address 3121 Hunts Point Circle Hunts Point WA 98004

Closing Agent **Input the Escrow's name**

Signers

Set sign order (What's This?)

You will be emailed a finalized version of the document when the signing is complete.

ADD PARTICIPANTS MAP SIGNERS

Add Yourself

Add New

Add from Transaction

Add from Contacts



7. Fill the remote signer information

- Managing Broker's name (Fan Teng)
- Office email (broker@welakeside.com)
- Click "Save to my contact List", then "SAVE"

Signers

Set signing order (What's This?)

You will be emailed a finalized version of the document when the signing is complete

[ADD PARTICIPANTS](#) [MAP SIGNERS](#)

Signer Details

First Name: Fan Last Name: Teng

Email: broker@welakeside.com Role: [Dropdown]

Save to my Contact List

Add to Transaction

Assign Signer Type (What's This?)

Signer Type: Remote Signer Signing PIN: [Text Box]

The Remote Signer participant type requires at least one assigned Signer Action placed on the document. These can be added from TOOLS or by adding

[CANCEL](#) [SAVE](#)

SIGNERS
DOCS
TOOLS
LAYOUTS
OPTIONS
FEEDBACK



8. Define where to sign

- “Authorized Signature”
- “Please Print”

9. Click “NEXT” to send the remote sign auto email

(3) Send a copy to the Listing Brokerage Firm.
(4) Send a copy to the Closing Agent.
(5) Retain a copy.

Buyer Input the Buyer(s) name
Buyer

Seller Input the Seller(s) name
Seller

Listing No. 2036222 Purchase Price: _____

Property Address 3121 Hunts Point Circle Hunts Point WA 98004
Address City State Zip

Closing Agent Input the Escrow's name
Closing Agent's Address _____
Address City State Zip

The Closing Agent is instructed to disburse the Buyer Brokerage Firm's compensation and mail it direct with copies of this form as follows:

\$ 100,000.00 to WeLakeside (Buyer Brokerage Firm)
Address Chase#325070760 Account#597977161 City No paper check, wire only State WA Zip 98004

\$ 10,000.00 to Buyer as closing cost
Address _____ City _____ State _____ Zip _____

\$ _____ to _____
Address _____ City _____ State _____ Zip _____

Buyer Brokerage Firm WeLakeside
Address _____ City _____ State _____ Zip _____

Phone (425) 246-1453

Authorized Signature FT-Sign Here Please Print: Fan Teng

MM/dd/yy

Signing Tools

FT Fan Teng (Signer)

Signer Actions (What's This?)

- SIGN HERE
- INITIALS
- TEXT LINE
- CHECKBOX
- INITIAL PAGES
- INITIAL CHOICE
- RADIO CHOICE
- DROPDOWN


Signer Fields (What's This?)

- FULL NAME
- EMAIL ADDRESS
- AUTO DATE
- AUTO TIME

BACK NEXT >



10. Monitor the sign progress



3121 Hunts Point Cir

Address: 3121 Hunts Point Circle, Hunts Point
Buyer: Input the Buyer(s) name
Agent: Fan Teng

Listing #: 2036222
Seller: Input the Seller(s) name

Open

✓ ✉ 📄 ☰

Signings

Classic New

Search

🔍 + Add

3121 Hunts Point Cir - Form 40 - Compensati...

Modified: 5/18/23 7:58 PM Created: 5/18/23 7:44 PM

SENT

0 of 1 completed
Show Participants

☰