



Closing and Referral Payment Instructions

Please follow these instructions to close a sale in Huddle and send a referral fee payment.

ACH / Domestic Wire Instructions	Stifel Bank Tower 501 North Broadway St. Louis, Missouri 63102 Beneficiary: Neighborhoods.com LLC Account Number: 16761034 Routing Number: 081018998
Manual Checks	USPS Mail: Neighborhoods.com LLC P.O Box 771470 St. Louis, MO 63177-9816 Make checks payable to Neighborhoods.com

Memo section of the manual check or ACH/Wire bank detail/remittance must include the following: client's name, property address, and Opportunity Record Id Number from Huddle available under **Additional Information on the Opportunity Record.**

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Process for when a sale closes with Neighborhoods.com or 55places.com:

1. Update the Opportunity record in Huddle.
 - a. Verify the Estimated Closing Date and update Huddle if necessary to the actual closing date.
 - b. Update the Price, Commission Pct., Bonus and Fee fields so that the Calculated Referral Amount is equal to the amount of the check sent to Neighborhoods.com. If the actual referral check does not match the Referral Amount, please explain in the Agent Notes section.
 - c. Change Opportunity stage to "Sale Closed."
2. Attach a PDF of the Closing Disclosure Form or Settlement Statement from the Title Company or Closing Agent to the sale record in Huddle. To attach a document to the sale record, click the green "Choose a file to upload" button, select your file, then click "Upload Chosen File to Server."
 - a. **Note, do not send a paper copy of the Closing Disclosure Form or Settlement Statement. We do not keep paper copies on file.**
3. If the closing date changes from what you entered at the time of sale, change the Estimated Closing Date field. There should never be a sale in Pending or Contingent status with a closing date prior to the current date.

If you have questions, please contact the Accounting Department at 773-278-5500 or email at accounts.receivable@55places.com.