

# BILLING INFO



Any accounting related questions - send email to Mike ([reddoorbookkeeping@gmail.com](mailto:reddoorbookkeeping@gmail.com))  
For immediate response, please contact ([mconway.cpa@gmail.com](mailto:mconway.cpa@gmail.com)) or text/call him at (716)-578-5510

## 1. BILLING - COMPLETE FOLDERS

- All complete transactions (deals) folders should get turned into Taya [tayalockwood21@gmail.com](mailto:tayalockwood21@gmail.com)
- The associated deal sheet should be included within your folder submission to Taya.
- Once the file is completed, Taya will then send Mike your deal sheet so an invoice can be created and billed which means, we need your paperwork in order to proceed with billing.
- Invoices will not be sent out unless the files is complete, and approved by Renee

## 2. CLOSING NOTIFICATION - WHEN IT IS OUR LISTING AND WE HAVE AN EMD (DEPOSIT) OVERAGE - **VERY IMPORTANT**

- If we have an escrow overage on your listing, then Mike will need to be informed once the deal closes.
- Normally, receipt of a commission check triggers Mike to start the pay out process. In this "OVERAGE" situation, He does not receive a check, so your closing confirmation email is necessary.

Please send such notification to: [RedDoorBookkeeping@gmail.com](mailto:RedDoorBookkeeping@gmail.com)

Please ensure to include within your email

- Property Address
- Date of Closing
- Date of Confirmation
- Format of Confirmation you received - Email, Telephone Conversation, Text etc..

**Example:** 123 Elm Street, Buffalo NY 14201 closed on 11/02/2021.

This was confirmed by attorney XYZ via email on 11/03/2021.

Attorney XYZ can be reached at 716-555-5555 or [attorney@gmail.com](mailto:attorney@gmail.com)

If possible, get your confirmation in email format, then you can simply forward such to [RedDoorBookkeeping@gmail.com](mailto:RedDoorBookkeeping@gmail.com)

It is your responsibility to notify [RedDoorBookkeeping@gmail.com](mailto:RedDoorBookkeeping@gmail.com) of your closing.

## 3. Commission Payouts:

- Commissions are paid out weekly, every Friday.
- If a commission check is received on Thursday in the mail, he will have the payouts available that next day.
- So, please be patient.... for him to have those Thursday checks available on Friday, all his work is done Thursday evening, and Friday morning.

Please let Mike or Renee know if you have any questions.