






# How to Prepare Form40

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

MLS#: **2036222**  
Community: **Hunts Point**  
Bedrooms: **3**  
School District: **Bellevue**  
Potential Terms: **Cash Out**

Status: **Pending** (05/12/2023)  
Area: **520** CDOM: **72**  
SqFt: **4,900** Lot Size: **.**



1 / 17 Welcome to Waters Edge!   



Transaction Desk

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**WeLakeside**  
REAL ESTATE



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

### 2.5. Click “+” to Add Forms

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### 3. Search, select and add “Form 40”





**Search Keyword**

**Form 40**

Close Add forms to transaction

form 40 Add

Library forms matching "form 40"

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



# How to Prepare Form40

## 4. Fill the information

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

/EST  
SERVICE

File

Fonts

Clause

Transaction Forms

+

✕

Save/Exit

<b>Buyer Brokerage Firm must:</b>					Today's Date: <u>5/18/2023</u>	
(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	<u>Input the Buyer(s) name</u>					
	Buyer			Buyer		
Seller	<u>Input the Seller(s) name</u>					
	Seller			Seller		
Listing No.	<u>2036222</u>	Purchase Price:				
Property Address	<u>3121</u>	<u>Hunts Point Circle</u>	<u>Hunts Point</u>	<u>WA</u>	<u>98004</u>	
	Address		City	State	Zip	
Closing Agent	<u>Input the Escrow's name</u>					
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:						
<u>\$ 100,000.00</u>	to	<u>WeLakeside</u>			(Buyer Brokerage Firm)	
		<u>Chase#</u>	<u>[REDACTED]</u>	<u>No paper check, wire only</u>	<u>WA</u>	<u>98004</u>
		City		State	Zip	
<u>\$ 10,000.00</u>	to	<u>Buyer as closing cost</u>				
		Address	City	State	Zip	
\$						
		State	Zip			
Buyer Brokerage Firm				Phone	<u>(425) 246-1453</u>	

For security reason, please ask your office to provide the bank information

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# How to Prepare Form40

## 5. Click the “sign” to configure remote sign

File 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.

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

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# 1 No paper check, wire only WA 98004

Today's Date: 5/18/2023



# How to Prepare Form40

## 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**

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: 5/18/2023

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 New**

Add from Transaction

Add from Contacts

**Signers**

**DOCS**

**TOOLS**

**LAYOUTS**

**OPTIONS**



# How to Prepare Form40

## 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:

☒ Save to my Contact List

☐ Add to Transaction

**Assign Signer Type** ([What's This?](#))

Signer Type: Remote Signer Signing PIN:

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](#)



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# How to Prepare Form40

## 8. Define where to sign

- “Authorized Signature”
- “Please Print”

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

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

100% ?

BACK NEXT >

(3) 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

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: \_\_\_\_\_ No paper check, wire only WA 98004

\$ 10,000.00 to Buyer as closing cost

\$ \_\_\_\_\_ to \_\_\_\_\_

Buyer Brokerage Firm WeLakeside Phone (206) 246-1453

FT - Sign Here MM/dd/yy Please Print: Fan Teng

Authorized Signature

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

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# How to Prepare Form40

## 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

Open

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

✓

✉

👤

⋮

Signings

ClassicNew

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

⋮