

## PAPERWORK COMPLIANCE

# GET PAID ON TIME!

Command provides a sales pipeline to track your incoming potential transactions and provides paperwork management and storage solutions.

All Paperwork is required to be turned into the brokerage within **3 Business Days** of contract execution.

Required Paperwork Checklists can be found in your **Opportunity in Command**.

Required Paperwork is available on **DocuSign** or **www.parealtors.org**.

Required Paperwork is turned in via your **Opportunity in Command**.

Your Commission Tab should be completed when you go **Under Contract**.

All Required Paperwork is to be submitted to the brokerage prior to receiving your **Commission Check**.

Escrow checks must be deposited to a non-interest bearing account by **End of Next Business Day**.

For typical seller side transactions, title requests escrow for settlement with our office. If your transaction is a buyer side or mobile home, you are responsible for requesting escrow for settlement. Escrow Requests must be submitted to **klrw476@kw.com 7 Days** prior to settlement.

Commission checks are processed within **3 Business Days** as long as all Required Paperwork has been submitted and reviewed.

