

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 **36** hours 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 klrw983@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.



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TIME Guide!

