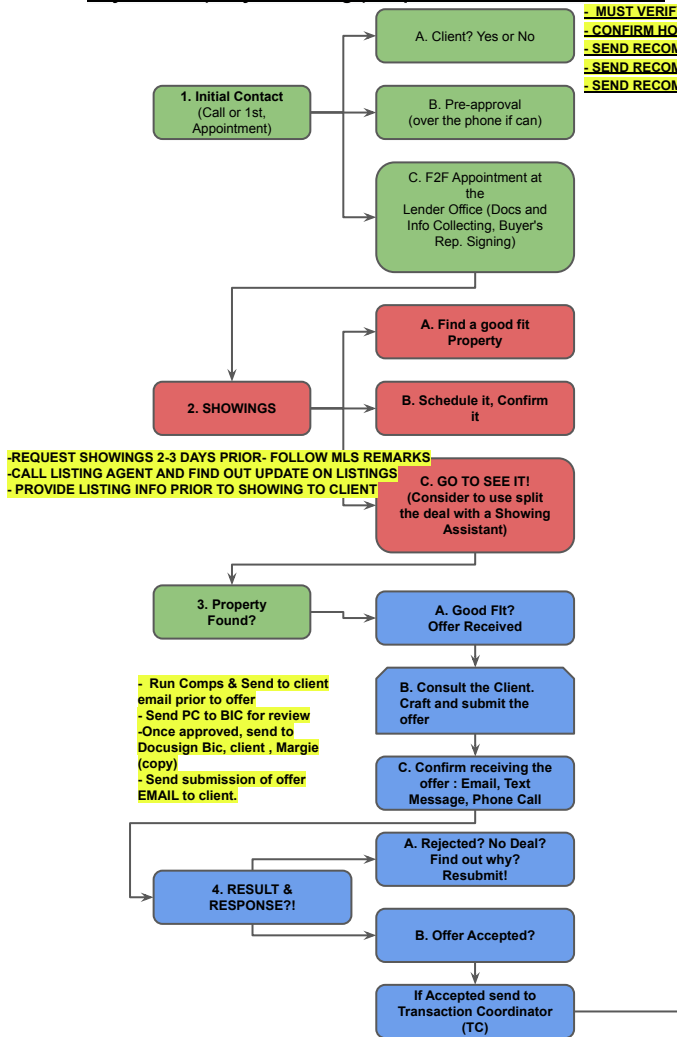


Buyer Client ("Buyer's Listing") Acquisition Process - Flow Chart

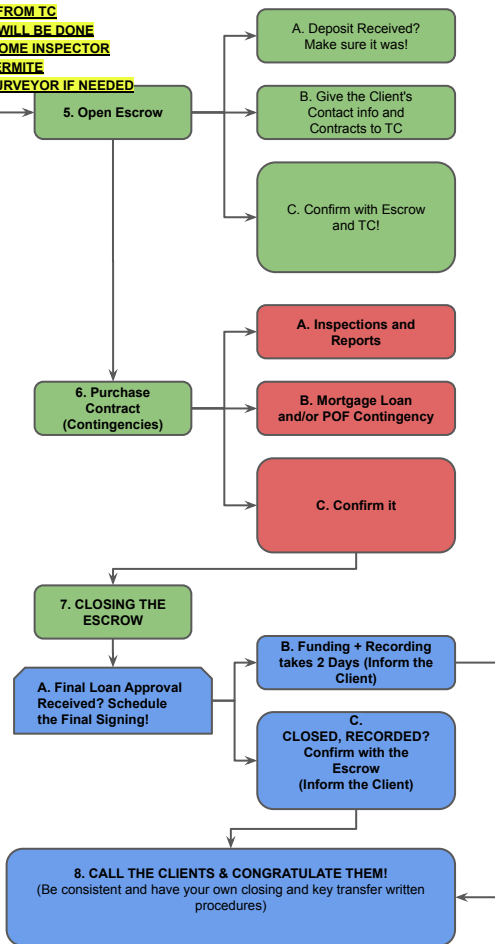


- MUST VERIFY TIMELINE FROM TC
 - CONFIRM HOW DEPOSIT WILL BE DONE
 - SEND RECOMMENDED HOME INSPECTOR
 - SEND RECOMMENDED TERMITE
 - SEND RECOMMENDED SURVEYOR IF NEEDED

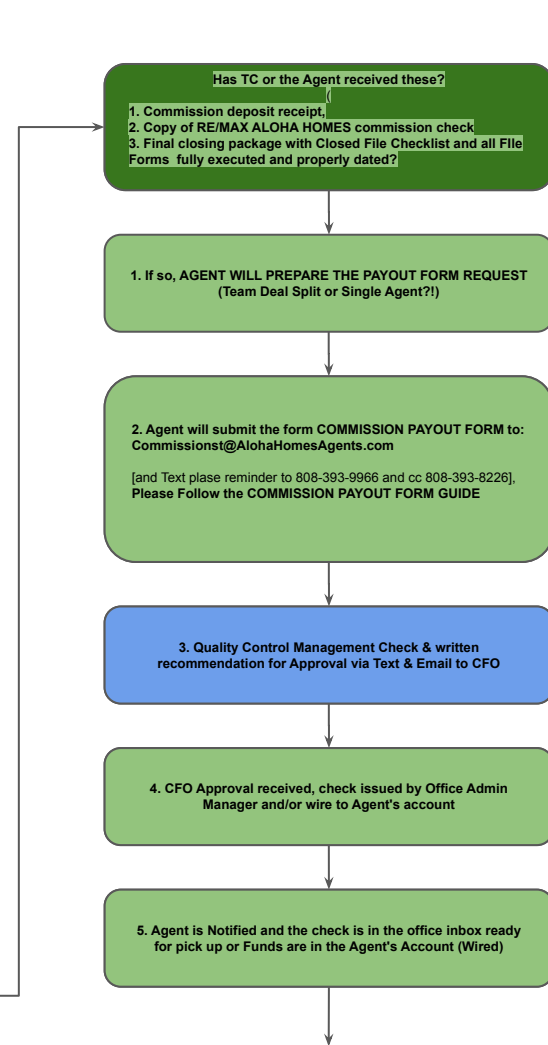
- REQUEST SHOWINGS 2-3 DAYS PRIOR- FOLLOW MLS REMARKS
 - CALL LISTING AGENT AND FIND OUT UPDATE ON LISTINGS
 - PROVIDE LISTING INFO PRIOR TO SHOWING TO CLIENT

- Run Comps & Send to client email prior to offer
 - Send PC to BIC for review
 - Once approved, send to DocuSign Bic, client, Margie (copy)
 - Send submission of offer EMAIL to client.

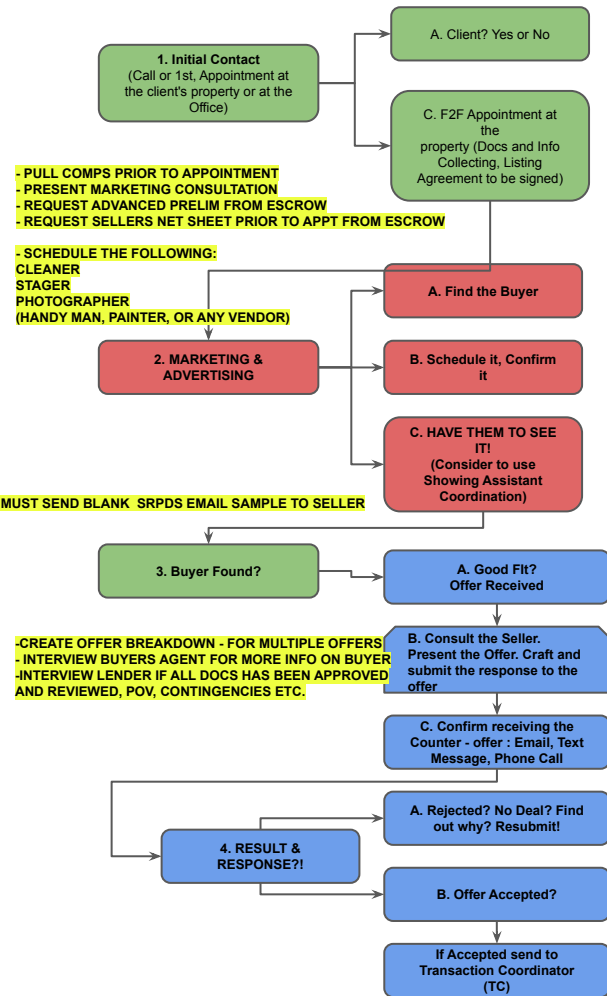
Offer Accepted: Open the Escrow - Flow Chart



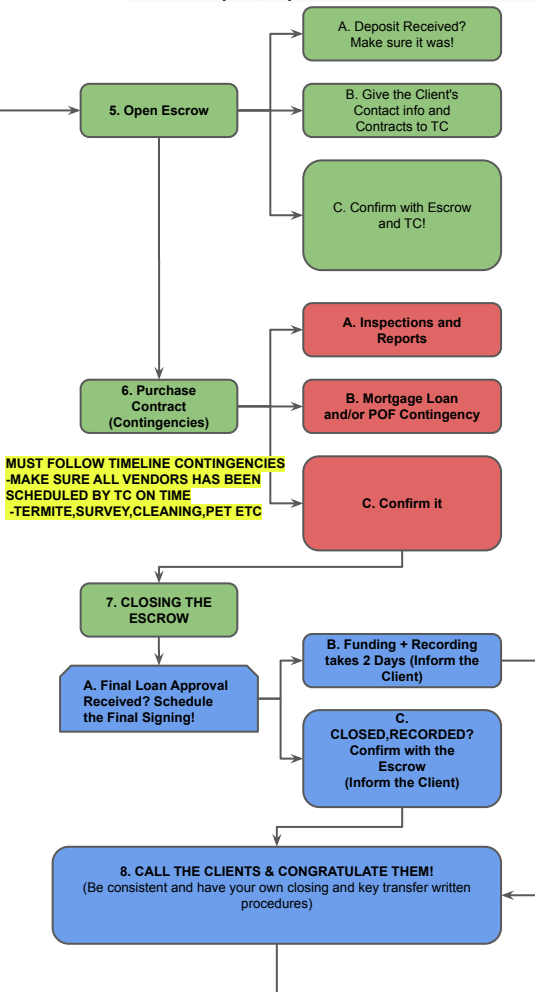
Agent commission Payout (Flow & Procedures)



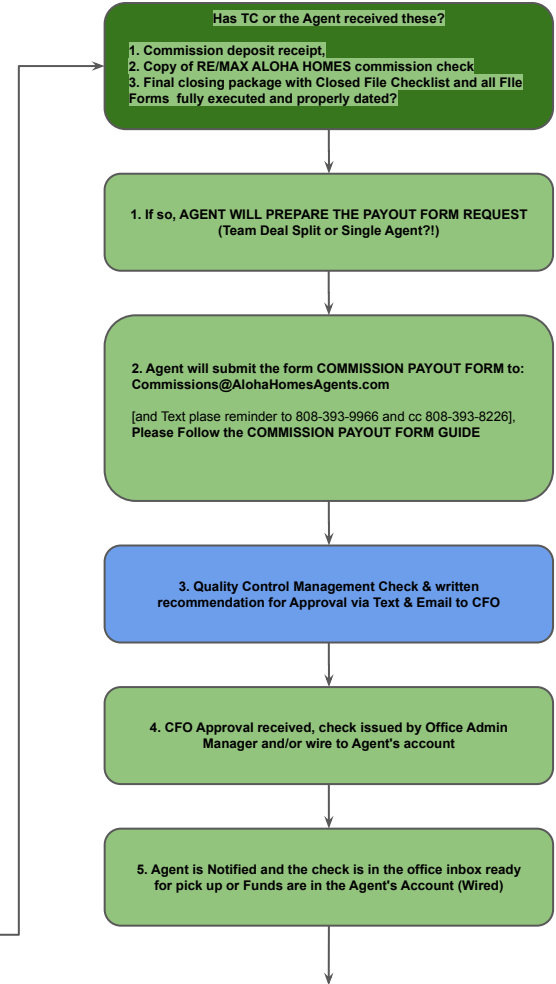
Seller Client (Listings) Acquisition Process - Flow Chart



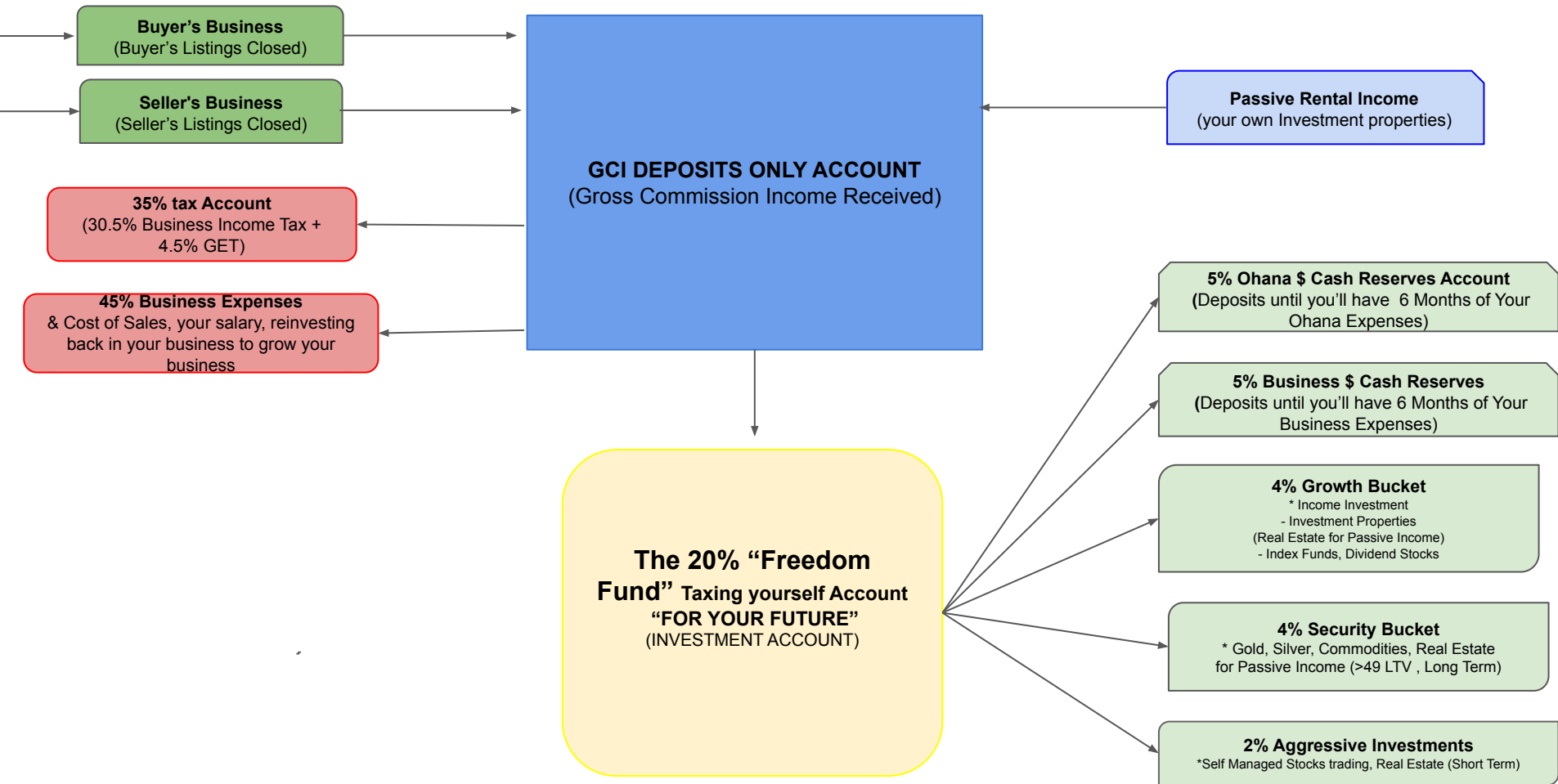
Offer Accepted: Open the Escrow - Flow Chart



Agent commission Payout from request (Flow & Procedures)



Agent's Business Free Cash Flow (Recommended Flow Chart for Real Estate Professionals and Investors)





COMMISSION PAYOUT FORM GUIDE

Email the following down below to: COMMISSIONS@ALOHAHOMESAGENTS.COM

- a) **COPY OF THE PROPERTY MLS** (UPDATED SOLD MLS PAGE)
- b) **FINAL SETTLEMENT STATEMENT**
- c) **COPY OF THE BANK DEPOSIT RECEIPT** (FROM ESCROW)
- d) **THE DETAILS COMMISSION FORM**
- e) **THE COMMISSION FORM**
- f) **ALL THE DOCUMENTS UPLOADED to Closed Files Transaction Room DocuSign System IN ONE FILE BY TC with THE CLOSING FILE CHECKLIST SIGNED BY THE AGENT STACKED ON THE TOP**

GO TO THE TEMPLATE FORM 10x AND MAKE YOUR OWN COPY BY GOING TO "FILE" AND "MAKE A COPY"

PLEASE NOTE: (IT TAKES 1-2 DAYS FOR THE MONEY TO CLEAR IN THE BANK FROM ESCROW. MEANING, WE CAN'T PAY YOU UNTIL THE COMMISSION \$ ARE PHYSICALLY IN THE BANK AND AVAILABLE)

THE TOTAL COMMISSION AMOUNT SHOULD CORRELATE WITH THE AMOUNT IN THE BANK FROM ESCROW. ALL OF THESE THINGS MUST BE COMPLETED IN ORDER TO RECEIVE YOUR COMMISSION CHECK (ALL SHOULD BE ATTACHED IN ONE EMAIL)

IF YOU FORGET TO SEND IN ANY DOCS OR SEND IN ANY DOCS THAT ARE INCORRECT: RESEND ALL REQUIRED DOCS AGAIN IN ONE EMAIL