

# STEP-BY-STEP HOW TO GENERATE A *seller net sheet!*

- 1. Download our FREE APP here: <https://reddoortitleapp.com>**  
*Once app is opened - select "Seller" at the bottom of the screen.*
- 2. Select "edit address" in the upper left corner of the screen**
  - The app will utilize HOMELINK to pull in the property taxes from the respective government site
  - You will then select "next". It will give you the option to upload loan payoff/interest rate, or you can leave it blank
- 3. This will take you back to the main screen - start at the top and add your sales price**
- 4. For "Loan Type", you can choose to SKIP this**
- 5. "Broker Fee", it will auto-input 3% on each side**
  - If you would like to change this, select the setting (Cogwheel) to the right of the broker fee. You can then change the percentages or flat fee and select "Done" at the top right corner of the screen.
- 6. For "repair", you can choose to SKIP this**
- 7. If your brokerage has transaction fees, you can add them in the "Misc" section**
  - "Item name" – Select transaction fee under the drop-down menu. Then enter amount. Afterwards select the back button. (it will show as stored)
- 8. We suggest you skip the rest and then you can hit compute button at the bottom of the screen. This will show you *net to close***
  - If you need to edit you can select the "edit" button below the dollar amount, or if you need to see the detailed closing cost then select the (blue) "detailed closing cost" at the bottom of the screen. If you need to change anything else, then you can swipe the screen up and change it accordingly.

## TO SHARE WITH A CLIENT:

- Select the (blue) box with the arrow pointing up on the upper right-hand corner of the screen. Then select "Send Full Report"
- This will then pull up the sheet and how it looks. (You can push the "Template" button at the bottom left of the screen and change the layout of the net sheet. After you pick the one you like it will return you to that net sheet screen.

The final step is pushing the (blue) top right box button and that will pull up every way (text, email, save as pdf, etc) to share the full report almost any way you'd like!

