AGENT CHECKLIST

Just some helpful reminders to make sure we keep processes smooth and timely

✓ **ARE YOU SUBMITTING PAPERWORK <u>THROUGH OFFERS</u> ON COMMAND AS SOON AS OPTION PERIOD IS OVER:**
1) by the 10th day after execution for sales/leases; and
2) by the third day after taking a listing;
This is our standard to submit paperwork. This also makes for enough time to get compliance approved and accounting to create the DA's. It will also will help you avoid a $50 fine for turning in your paperwork late.

✓ **ARE ALL OF YOUR MONEY DISBURSEMENTS ENTERED UNDER THE COMMISSIONS TAB:**
This is where you account for any deductions such as 3rd party brokers, referrals, concessions, coaching fees, KWCares, etc. Please make sure you are paying your transaction coordinators independently. Greensheets are no longer accepted, Opportunities will be returned so offer/commissions tab in Command can be properly filled out. Before you can fill out Commissions, you must fill out Offers tab first.

✓ **<u>VERY IMPORTANT</u> ARE YOU REVIEWING YOUR DA PRIOR TO SUBMITTING TO TITLE:**
You need to make sure that the correct amounts are listed on the DA - <u>the correct agents are getting paid – brokers, referrals, concessions are listed correctly etc</u>. This is another checkpoint to notify if any changes need to be made prior to DA's being closed out. It's much easier to catch an adjustment before it's closed out rather than after the fact. Send an email to accounting@kwaustinnw.com with any DA revision requests.

✓ **ARE YOU EMAILING ACCOUNTING WITH THE OPPORTUNITY ID AND ADDRESS ONCE YOU'RE READY FOR THE DA:** We are working on a better solution to fix the communication/notifications within Command. This helps notify accounting that an opportunity is ready for a DA. It also helps accounting ensure that agents are paid out in an efficient manner. We care and WANT you to get paid!

**If you have any questions on entering anything in Command please feel free to reach to Accounting accounting@kwaustinnw.com or IT, Support@kwaustinnw.com, or support@scottleroymarketing.com **