

CLOSING & DEPOSIT POLICY

We are always striving to be more efficient. It has become clear to us that we should have a smoother closing and escrow deposit procedure. To enable this, we have put three baskets in the tech center labeled “First Deposit”, “Second Deposit”, and “Closings.” The deposit envelopes are available in their own basket above the bins. Please put all checks into deposit envelopes and in the appropriate basket for processing. The deposit envelopes will be picked up from the baskets each morning and afternoon to be processed.

If you are expecting a check to be mailed into the office, please be sure to have your clients send it to your attention with the property address written on the memo line of the check. If you have questions about commission checks, please contact accounting:

cmuller@kw.com
jdowning@kw.com
khuot@kw.com

It is the agents’ responsibility to handle all checks for their transactions and processed in a timely manner and put them in the appropriate basket for processing.

This policy is effective October 1, 2016.