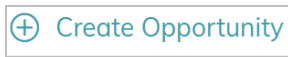


COMMISSIONS INSTRUCTIONS

Login to Command agent.kw.com

CREATE AN OPPORTUNITY

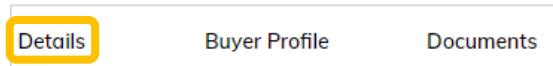
1. Click Opportunity Applet
2. Click Create Opportunity
3. Enter Opportunity Details
 - Opportunity Type: Listing or Buyer
 - Client: Contact Name
if not already in your database type their name and click Add New Contact & enter their Phone number and Email address
 - Opportunity Name: Buyer/Seller- (Property Address)
 - Commission Rate: (Your side of the transaction)
 - Opportunity Phase: Active
 - Opportunity Stage: Negotiations
4. Click Create



OPPORTUNITY DETAILS

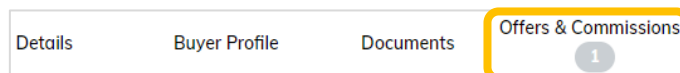
(In the Opportunity Card)

1. Click Details Tab
2. Enter Property Address into Property box
3. Double Check Opportunity Name: Buyer/Seller- (Property Address)



ENTER OFFER(S)

1. Click Offer & Commissions Tab
2. Click Add New Offer
3. Enter Name Offer: Agent's Choice
4. Enter Offer Details



COMMISSIONS INSTRUCTIONS

Create New Offer

Offer Name *
Initial Offer

Property Address *
Search for location ⊗ **Select from KWLS**

Property Type *
Select property type... ▼

Classification *
Select classification... ▼

Total Units *
Enter Units...

Seller Info

Seller Name *
K N Johnstone
k.johnstone@kw.com • +19723797388

Seller's Agent Representative *
Kim Johnstone ▼

Buyer Info

Pre-Approved Pre-Qualified

Buyer Name *
Enter buyer name ⊕ Add Co-Buyer

Buyer's Agent Representative
Enter buyer's agent name

Terms & Dates

Sales Price * = **Cash *** + **Finance Amount**
\$0.00 = \$0.00 + \$0.00

Earnest Percentage 0.00% **Earnest Amount** \$0.00

Contract Date MM/DD/YYYY **Closing Date *** MM/DD/YYYY

Comments
Enter any additional important information about this offer.
0/255 characters

Cancel **Create & Accept Offer**

If on the listing side, must select property address from KWLS.

Select *Property Type* & *Classification*

Residential = 1 Units
Commercial = SqFt
Land = Acres

Enter Other Party's *Name* in Buyer/Seller

Enter Other Party's *Agent Representative*

Enter Total *Sales Price* & *Cash* (Downpayment)

Enter *Earnest Money* (Either by % or Amount)

Enter *Contract* (Effective Date) & *Closing Date*

If you are ready to enter the commission details click **Create & Accept Offer**.

COMMISSIONS INSTRUCTIONS

Selecting from KWLS

Property Address

Street Address Search by street address... Search KWLS Create MC Exclusive Listing

Search Results: 0 Status: All Statuses Show: Only My Listings

- All Listings
- Only My Listings
- My MC Listings

Sorry, no listings matched your search.

Having trouble finding your listing?
Try syncing your listing information manually with Command.

Sync My MLS

Create a new KWLS listing if your MLS does not sync with Command or if you're not planning to advertise your listing outside of KW international.
You can create an MC Exclusive listing within Opportunities or go to Listings for other options.

On the List Side:

- Select *Only My Listings*. If you do not see it click *Sync My MLS*.
- Click *Select* on the Correct Property

(If property is not in the MLS you will need to click *Create MC Exclusive Listing*.)

On the Buy Side:

- Select All Listings
- Search Address (Remember to add the City & State)
- Click Select on the correct property.

Property Address

Street Address Search by street address... Search KWLS Create MC Exclusive Listing

Search Results: 10000 Status: All Statuses Show: All Listings

	131 East Lane \$749,000.00 Jamestown, TN 38556	Select
Active Status	Rhonda Darrow Listing Agent	5/10/24 List Date
TN_KAAR MLS	1262417 MLS #	
Home Touch Realty, LLC Office		

	12618 Comblain Rd \$780,000.00 Farragut, TN 37934	Select
Active Status	Nikki Frank Listing Agent	5/10/24 List Date
TN_KAAR MLS	1262418 MLS #	
ReMax Preferred Properties, Inc. Office		

COMMISSIONS INSTRUCTIONS

ENTER COMMISSION

Sales Pipeline / Buyer (Under Contract) Client Updates: Off Tasks 0/0 Client Updates

Buyer - 123 main street, andover NH P. J. Generate Transaction Summary

Details Documents Offers & Commissions (1) Notes (0) Timeline

Offers & Commissions / Manage Commission

Commission Overview

General Information [Edit General Information](#)

Sales Price	Total Units	Contract Date	Closed Date
\$500.00	1.0	05/08/24	05/30/24

Transaction ID: 3352672

Commission Information

Buyer Commission [Add Outside Referral](#) [Edit Buyer Commission](#)

Commission Rate	Commission Amount	Total Concession	Total Bonus
2.5%	\$12.50	\$0.00	\$0.00

Total Outside Referral: \$0.00

Double Check General Information.
Is it Correct?

Click on Add Outside Referral
To Enter Transaction Fee

Enter...

Amount: \$44

Representative Name: Transaction Fee

The rest of the information will populate. (Do not change)

Click Add Outside Referral

Add Outside Referral

Referral % * Amount *

BROKERAGE DETAILS

Representative Name *

Phone * Ext. Type *

Email

Company Name/DBA *

Tax ID Type * EIN SSN Tax ID Number *

Office/Branch Nickname *

Legal Name *

Address Unit No.

City * State/Province * Zip/Postal Code *

Phone

Cancel

COMMISSIONS INSTRUCTIONS

If In Productivity Coaching

- Click *Add Outside Referral*.
- *Representative Name*: **Productivity Coaching**
- Enter *Amount or Referral %* from your Productivity Coaching Program Agreement
- Click *Add Outside Referral*

If you have a referral to someone outside of KW Metropolitan.

- Click *Add Outside Referral*
- *Representative Name*: **The Agent’s Brokerage Name** (What is written on the W-9)
- Enter *Amount or Referral %* from the Referral
- Fill in the rest of the information using the W-9 from the Agent’s Brokerage
- Click *Add Outside Referral*

Add Agent Payment

Agent Name *

Agent Units *

1 unit left to distribute

Concession

Total \$0.00 \$0.00 left to distribute

Bonus

Total \$0.00 \$0.00 left to distribute

Agent Commission Split

Agent Gross Commission *

Total \$12.50 \$12.50 left to distribute

Associate Royalty \$0.00

Rate 0.0%

Company Commission \$0.00

Split 0.0%

Double Check Agent Payment.
Is it Correct?

Units = 1 or less

Agent Commission can be added by % or typed in.

Royalty & Company Commission will automatically calculate.

COMMISSIONS INSTRUCTIONS

Outside Referrals	<input type="text" value="0.00"/>	Total \$6.25	<i>\$6.25 left to distribute</i>
Inside Referrals			\$0.00
Additional Deductions			\$0.00
E&O	<input type="text" value="0.00"/>		
BOLD Scholarship	<input type="text" value="0.00"/>		
Nonprofit Deductions			\$0.00
KW Cares	<input type="text" value="0.00"/>		
KW NEXT GEN	<input type="text" value="0.00"/>		
Net To Agent			\$0.00
Extra Payment Options			
+ Add Inside Referral			
+ Add Deduction			
		Cancel	Save

Total of All Outside Referrals need to be added.

Remember to Click Save.

Agent Payment	+ Add Agent
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If more than one agent from KW Metropolitan is receiving a portion of the commission on the same side of the transaction, click *Add Agent*.
(DO NOT use *Inside Referral*)

COMMISSIONS INSTRUCTIONS

Summary Open

Commission Amount	\$20.00
Bonus	\$0.00
Concession	\$0.00
Outside Referrals	\$6.25

Pay to Office	\$3.57
Associate Royalty	\$0.82
Company Commission	\$2.75
E&O	\$0.00
BOLD	\$0.00
Nonprofit Deductions	\$0.00

Pay to Agents	\$10.18
Kate Bourque	\$10.18

Other Deductions	\$0.00
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Submit

Notes to Market Center

New Note

Enter Note here...

0/1000 characters

Save

Double Check Summary.

Is it Correct?

Once it is correct Click *Submit*.

Anything you need to relay to compliance add to the *Notes*.

More details the better.

Remember to click *Save*.

FREQUENTLY USED REFERRAL COMPANIES APPENDIX

REFERRAL COMPANY	CONTACT NAME TO ENTER
Clever Real Estate Inc.	Clever Referrals
Homelight Inc.	Homelight Inc Referrals
Homes for Heros, Inc.	Homes for Heros
OJO	OJO Homes or OJO Labs – check your paperwork
OpCity	Opcity Referrals
Redfin	Redfin
The Lampo Group Inc.	Dave Ramsey
Veterans United Realty/ Military Homes Realty	Veterans United Realty