Compliance & Commissions in Command

Dana Buttz
DIRECTOR OF MARKETING

October 2023

kw ALBUQUERQUE
KELLERWILLIAMS. REALTY

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SIMPLER.
SMARTER.
MORE HUMAN.

"Technology is rewriting the rules, reinventing job descriptions, creating new industries and eliminating others. I'm ready to rewrite the rules if you are."

\- GARY KELLER

Path to Get Paid

1

Enter a Contact or Lead into Command and cultivate it.

2

The Lead decides to sell or buy a home, and you create an Opportunity for them.

3

Submit an Offer and negotiate to come to agreement on a property.

4

Have all necessary contracts, disclosures, and documents signed and uploaded to your Opportunity.

5

Submit documents to the market center for compliance review. Upload corrections until your file complies.

6

Submit a commission request or Greensheet to the market center. Close the deal and get paid.

For Compliance or Commission help, please visit https://kwnmtraining.com/lessons/preptogetpaid/
or your Market Center Tech Advisor

What You Will Learn

Compliance Review

Submit your documents to the market center for approval

Document Management

Manage your documents within your Opportunity

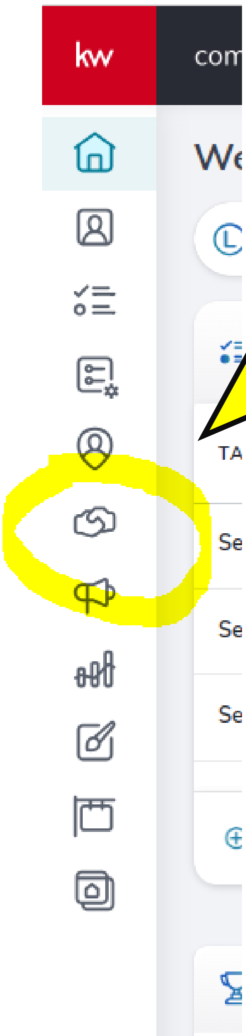
Compare and Accept an Offer

Enter, review, compare, share, and accept an offer

Submit Commission Request

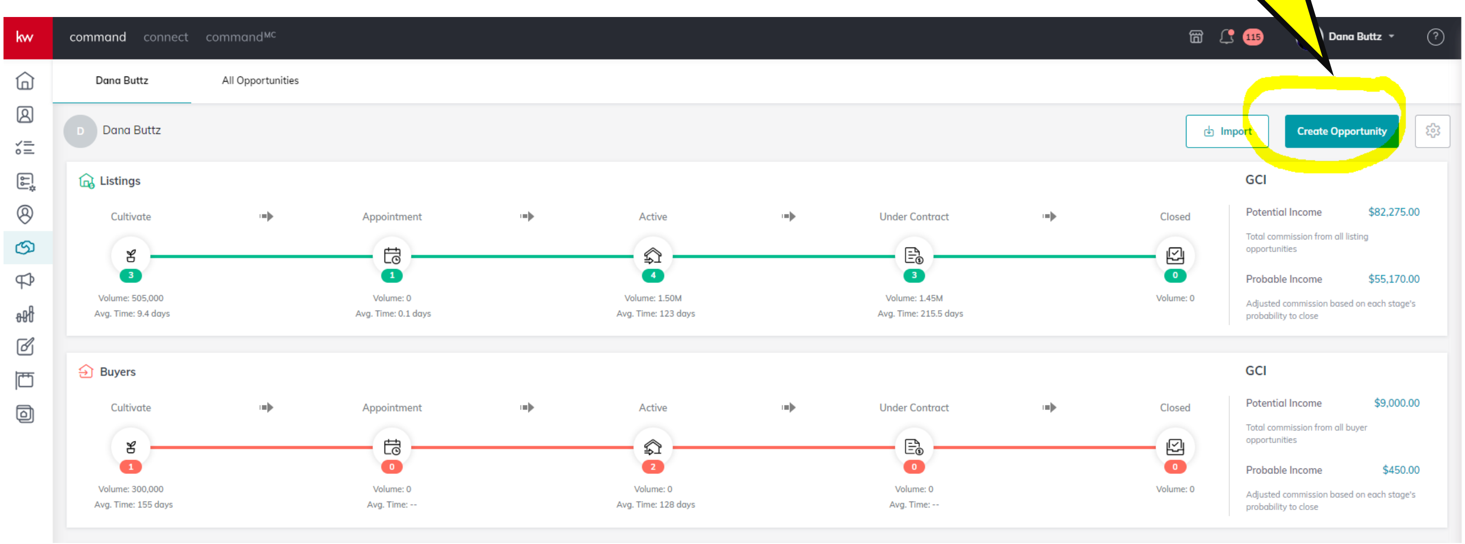
Get paid by submitting a commission request

Go to Opportunities

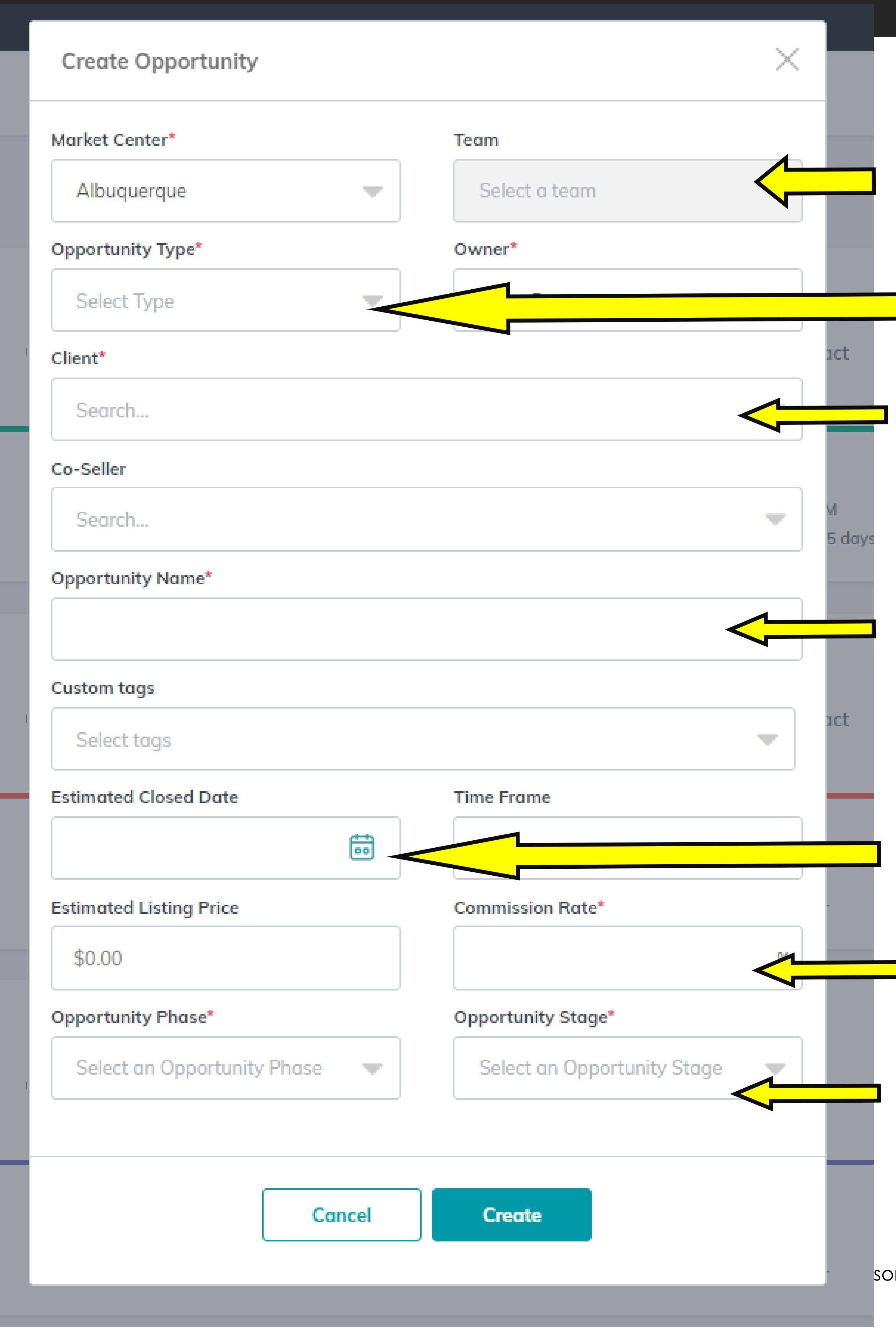


1. Select Opportunities

2. Select “Create Opportunity”



Create Opportunity



1. On a team? Make sure to select the team setting, not personal

2. Select Opportunity Type

3. Enter Client Name. You are able to add to contacts from here

4. Opportunity Name

Change to Street Address. Then add what you would like, if anything

5. Enter an estimated close date.

6. Enter the commission you are receiving only

7. Place in any bucket- You can always move later

sons/preptogetpaid/

How to Edit

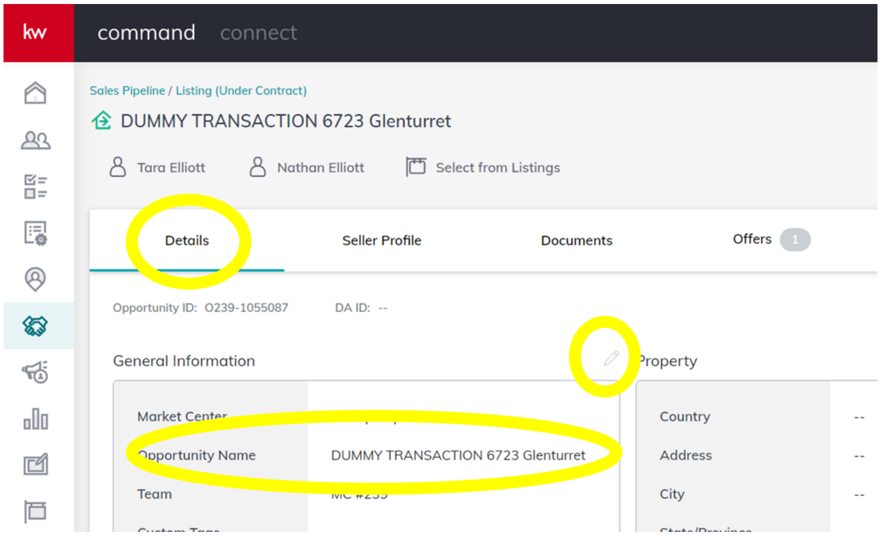
1 Add Details

to your opportunity in Command

Inside of your transaction.....

*Select Details

- Select Pencils to Edit
- **Make sure Opportunity Name has the street address**
- Add Estimated Close date so the Compliance team has some idea of when closing



- **IF YOU DO NOT ENTER AN ESTIMATED CLOSE DATE, YOUR FILE WILL AUTOMATICALLY GO TO THE BOTTOM OF THE QUEUE.** This could cause delays to your file being approved and DA created Compliance team has some idea of when closing

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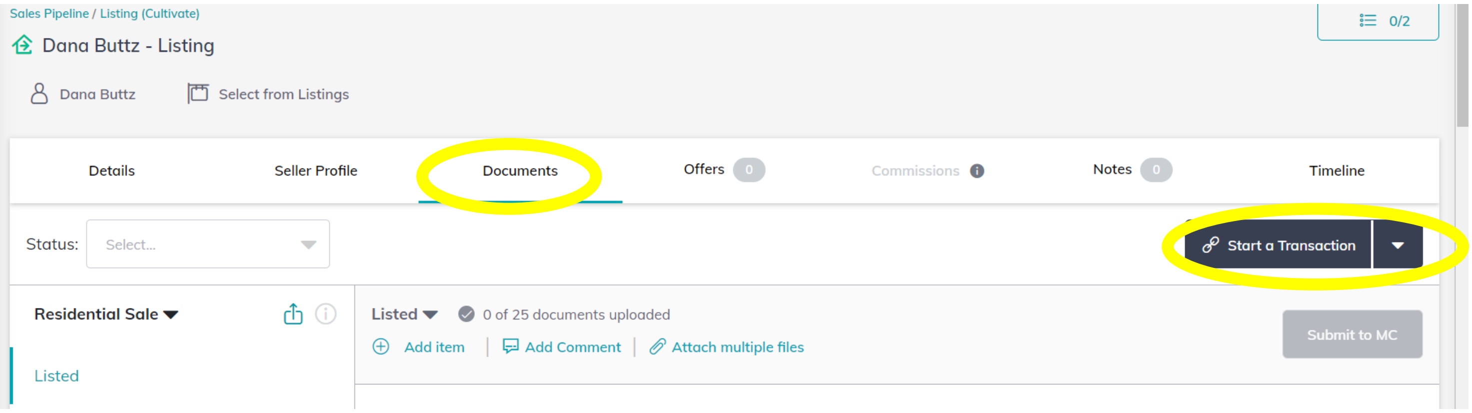
2 Add Documents

*Select Documents

- Click on Start a Transaction



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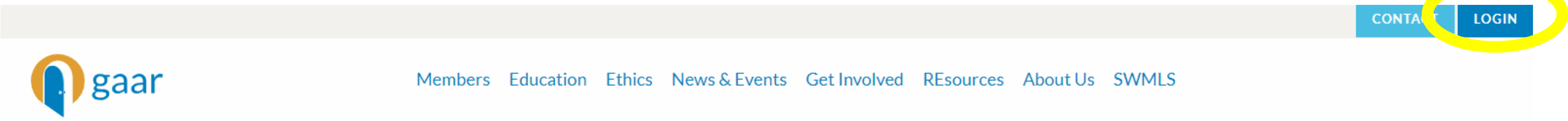
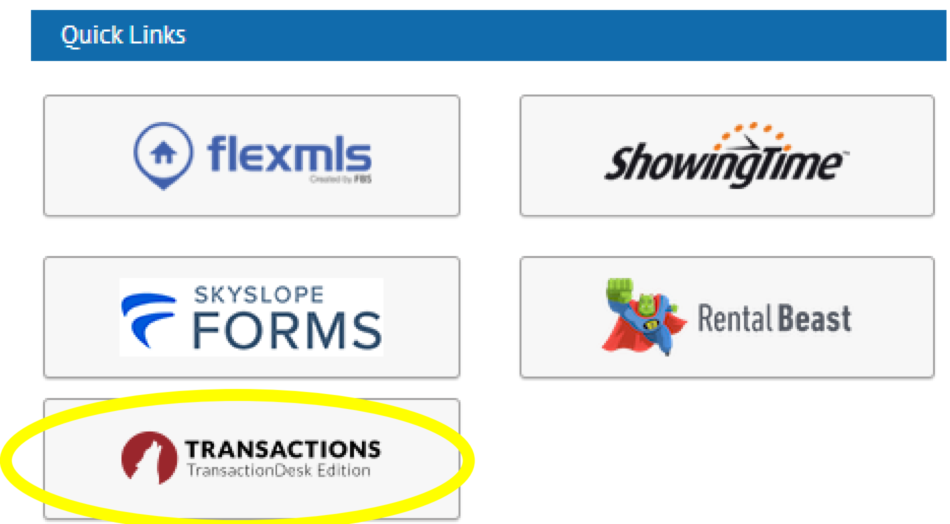
How to Get Forms

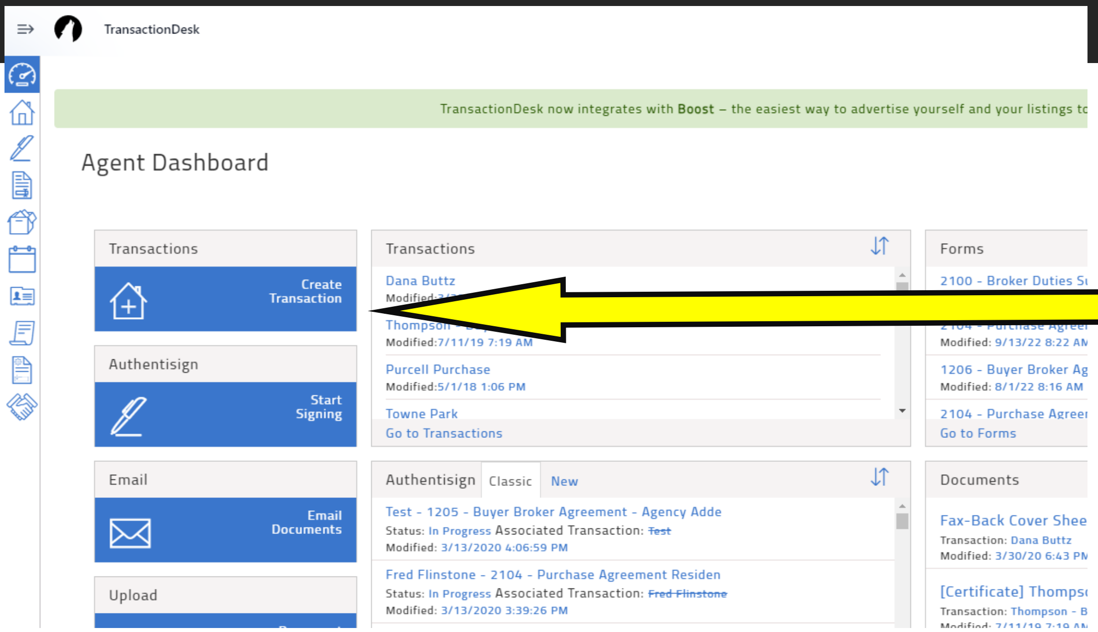
1 Login To GAAR.com



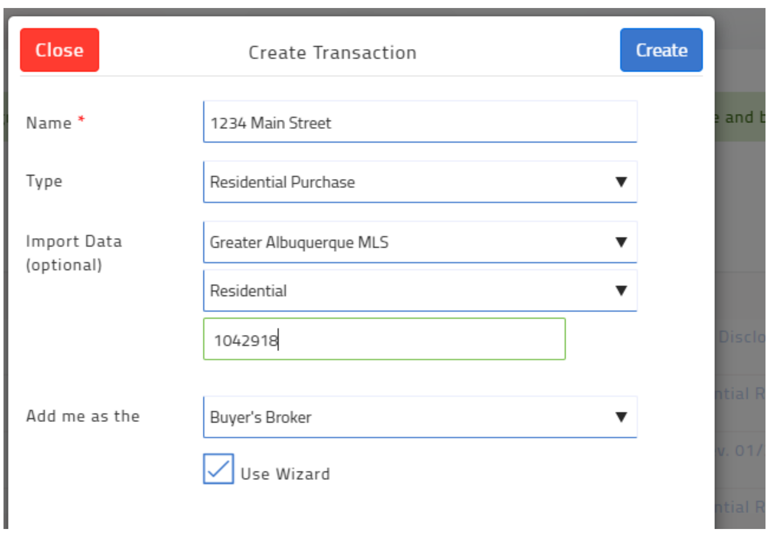
2 Select Transaction Desk



Transaction Desk

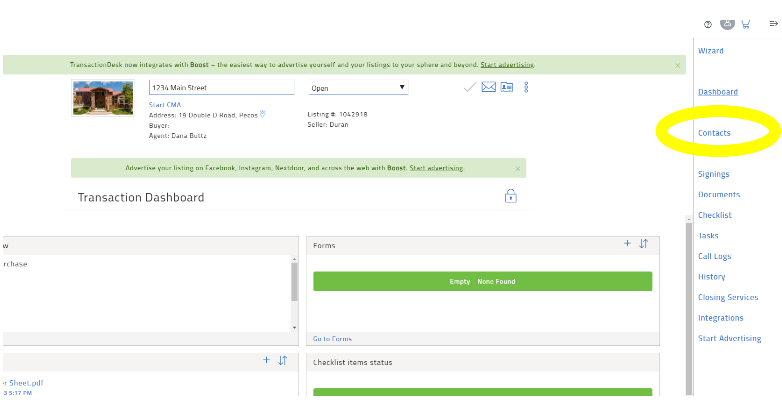


1. Create Transaction



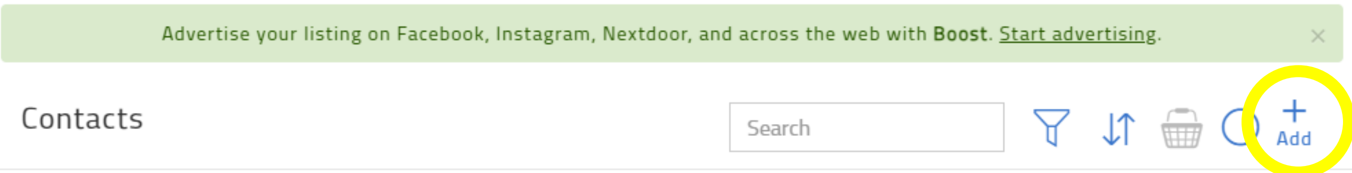
2. Fill in the information.

3. Click "Create"

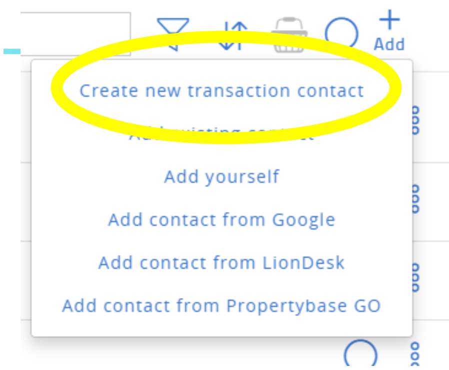


4. You will see this screen. Click on Contacts to add your client's information

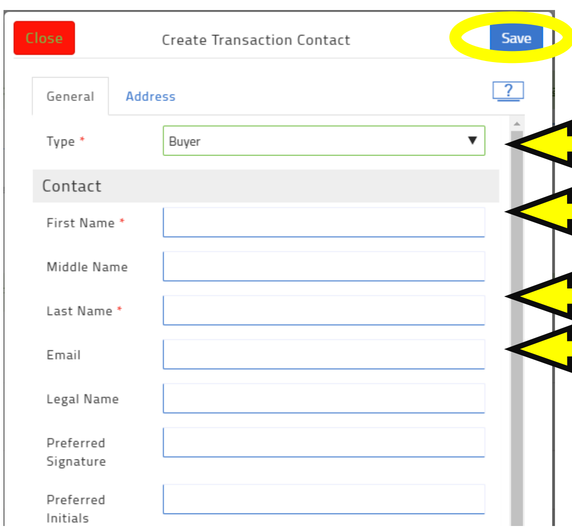
Transaction Desk



5. Click the "Add" button

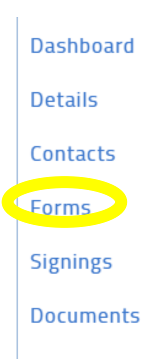


6. Most of the time you will be creating a new transaction contact.



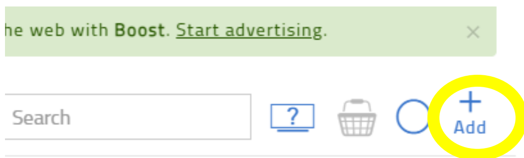
7. Choose the Type, Enter First and Last Name, and Email

8. Save



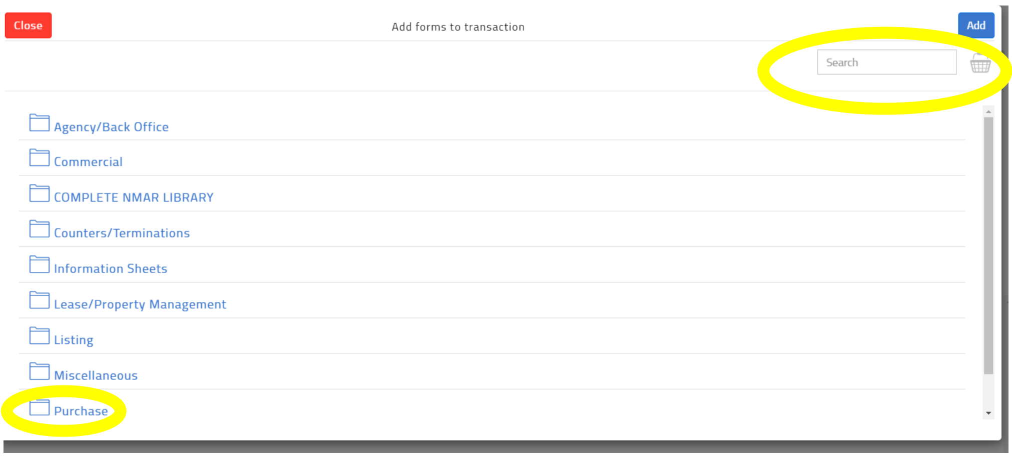
9. Now select Forms from the right-hand side

Transaction Desk



10. Click the "Add" button

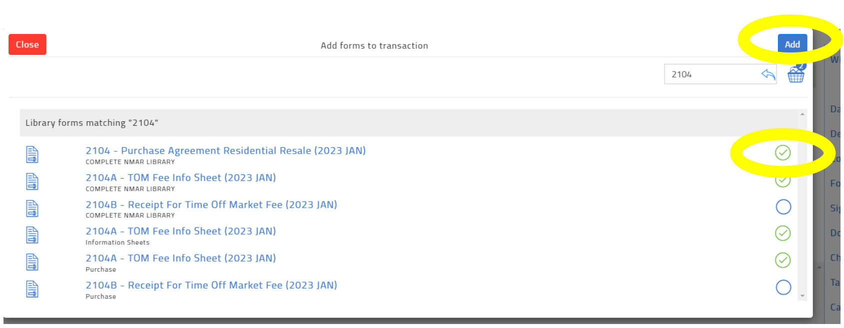
10. There are several ways to Add forms. You can search by a form number, search by a key word, or choose and browse a folder.



Search by form number or name

"2104" or "purchase agreement"

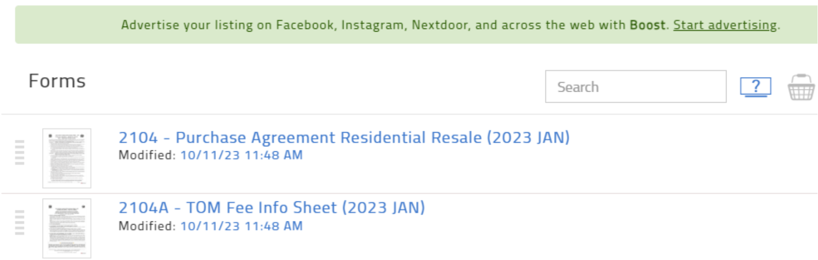
Browse a folder



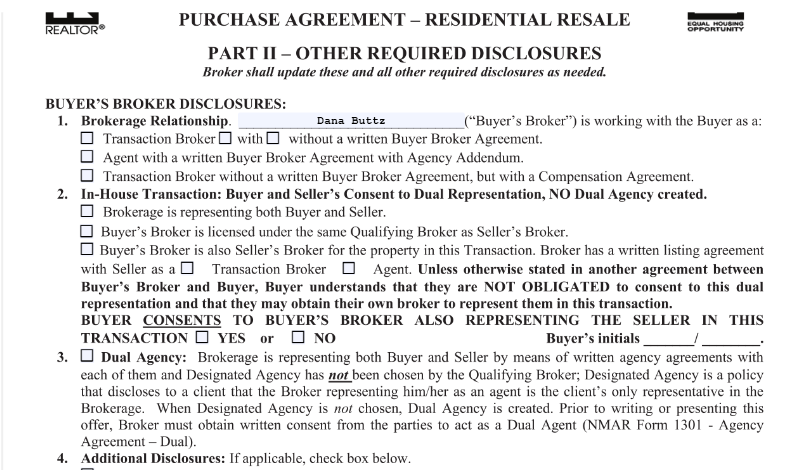
11. Select forms by checking the circle. Selected forms will show in cart.

12. When finished adding forms to the cart, select Add.

Transaction Desk



13. Click on a form to edit



PURCHASE AGREEMENT – RESIDENTIAL RESALE

PART II – OTHER REQUIRED DISCLOSURES

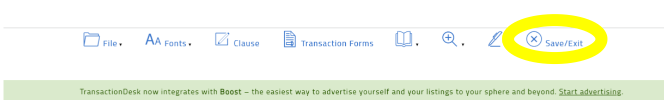
Broker shall update these and all other required disclosures as needed.

BUYER'S BROKER DISCLOSURES:

1. **Brokerage Relationship**. Dana Buttz ("Buyer's Broker") is working with the Buyer as a:
   - ☐ Transaction Broker ☐ with ☐ without a written Buyer Broker Agreement.
   - ☐ Agent with a written Buyer Broker Agreement with Agency Addendum.
   - ☐ Transaction Broker without a written Buyer Broker Agreement, but with a Compensation Agreement.
2. **In-House Transaction: Buyer and Seller's Consent to Dual Representation, NO Dual Agency created.**
   - ☐ Brokerage is representing both Buyer and Seller.
   - ☐ Buyer's Broker is licensed under the same Qualifying Broker as Seller's Broker.
   - ☐ Buyer's Broker is also Seller's Broker for the property in this Transaction. Broker has a written listing agreement with Seller as a ☐ Transaction Broker ☐ Agent. **Unless otherwise stated in another agreement between Buyer's Broker and Buyer, Buyer understands that they are NOT OBLIGATED to consent to this dual representation and that they may obtain their own broker to represent them in this transaction.**

   BUYER CONSENTS TO BUYER'S BROKER ALSO REPRESENTING THE SELLER IN THIS TRANSACTION ☐ YES or ☐ NO **Buyer's initials** ______/ ________.
3. ☐ **Dual Agency:** Brokerage is representing both Buyer and Seller by means of written agency agreements with each of them and Designated Agency has ***not*** been chosen by the Qualifying Broker; Designated Agency is a policy that discloses to a client that the Broker representing him/her as an agent is the client's only representative in the Brokerage. When Designated Agency is *not* chosen, Dual Agency is created. Prior to writing or presenting this offer, Broker must obtain written consent from the parties to act as a Dual Agent (NMAR Form 1301 - Agency Agreement – Dual).
4. **Additional Disclosures:** If applicable, check box below.

14. In this portion, we are only filling out the form. Don't mind the initial and signature blocks. Those come in later.



NEW MEXICO ASSOCIATION OF REALTORS® — 2023

PURCHASE AGREEMENT – RESIDENTIAL RESALE

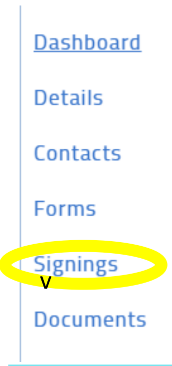
PART I – BROKER DUTIES DISCLOSURE

Per New Mexico law, Brokers are required to perform a specific set of applicable Broker Duties. Prior to the time the Broker generates or presents any written document that have the potential to become an express written agreement, they must disclose

15. Once you are done with edits, select the save/exit button. I

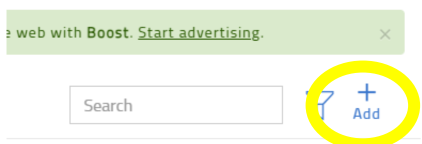
Now you're ready to format and send for signings.

Authentisign

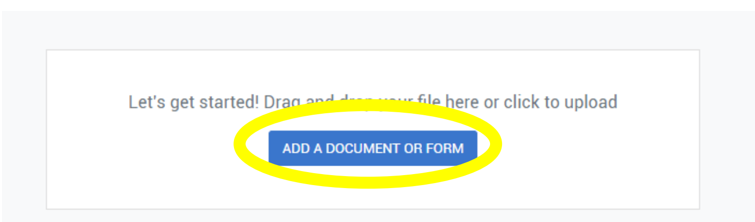


1. Select Signings from the right-hand side.

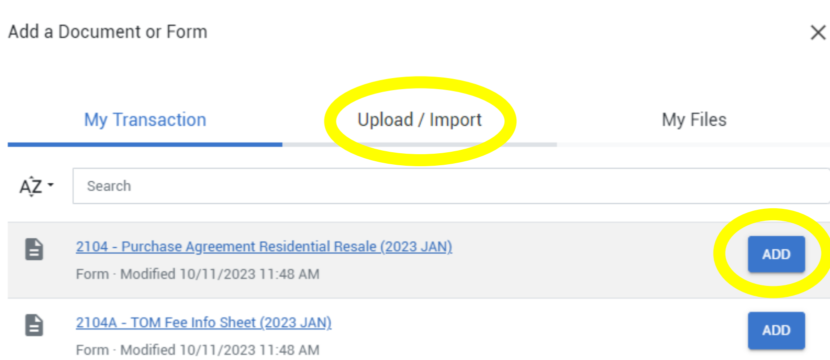
2. Give the file a name



3. Then select Add

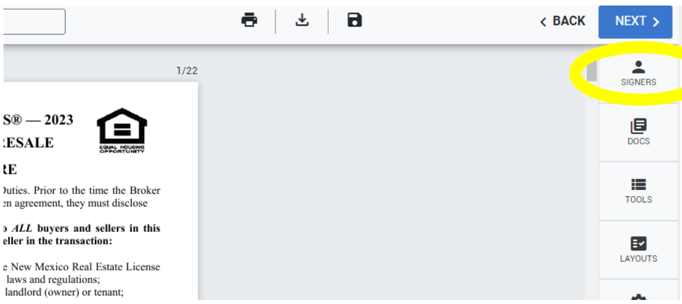


4. Click on add a document or form

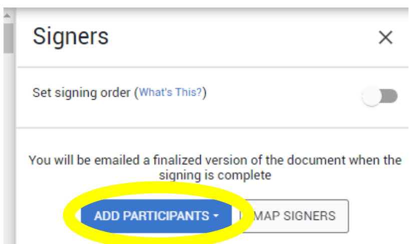


5. Choose the documents to add. You can choose from forms you edited earlier, or you can upload files from your computer.

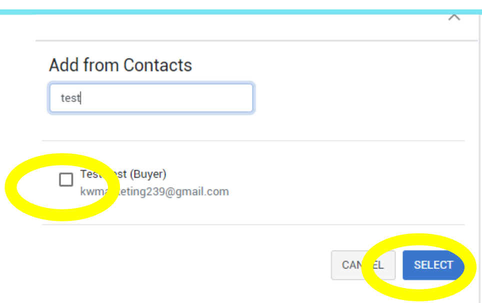
Authentisign



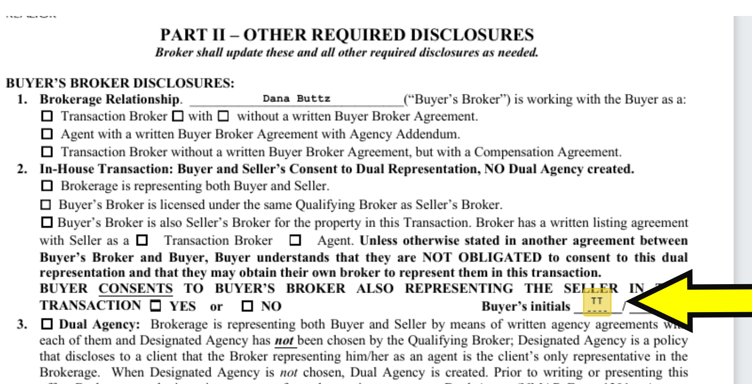
6. Select Signers from the right-hand side.



7. Add Participants



8. Select Buyer/Seller. Then click Select button



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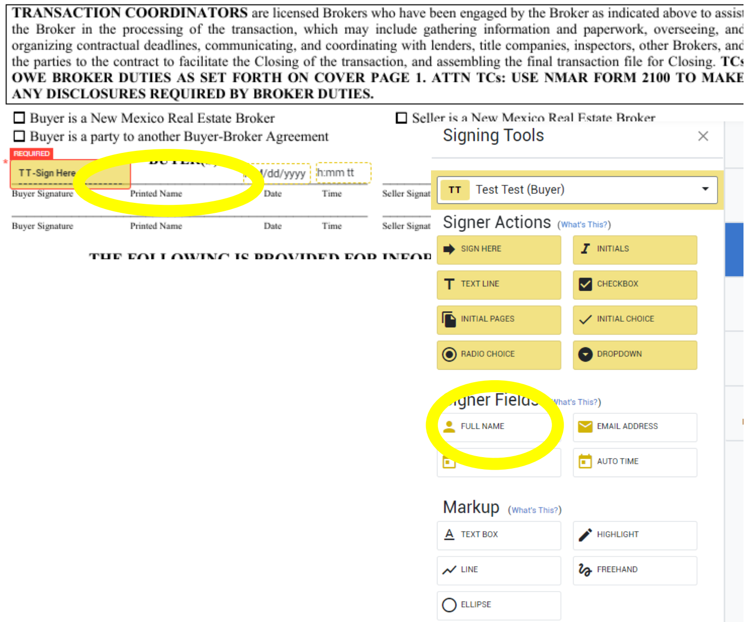
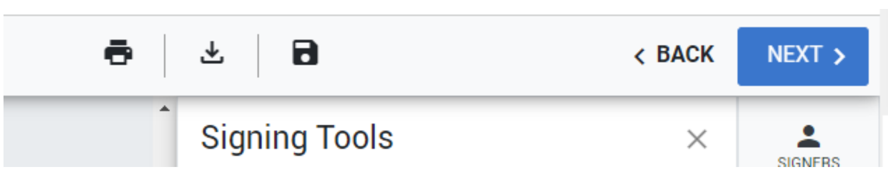
9. Review document and make sure that all the signing blocks are correct. You can see in this example, I need to delete this signing block.

Authentisign

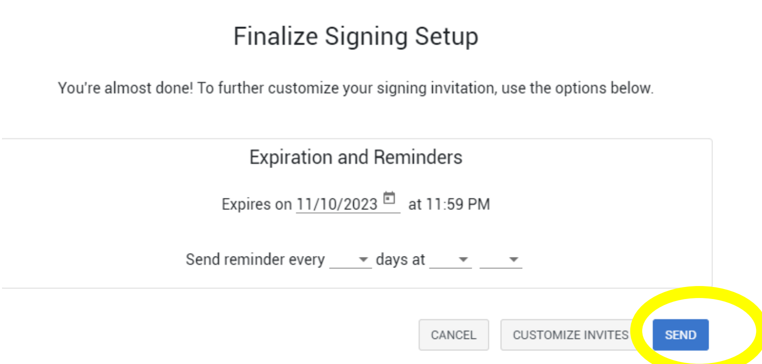


You can see here I need to add a printed name.

To do this, I would add the "Full Name" Block to that area

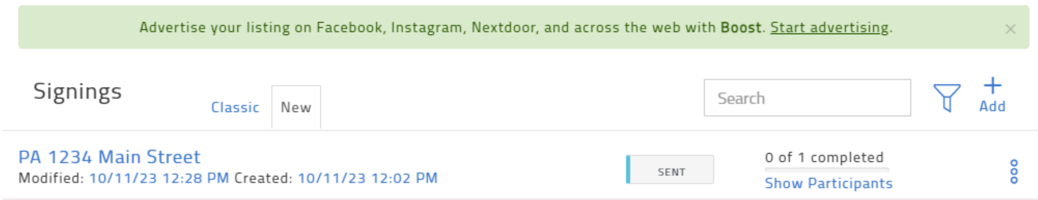


10. Once you have checked your document and everything is correct, you can click on the Next button. You can also choose to print, download, or save.

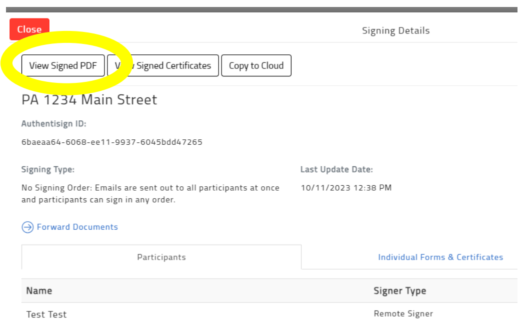


11. You have the option to customize and expiration date and reminders. Choose Send

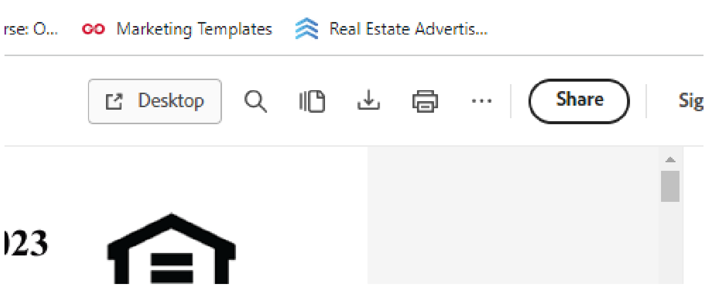
Authentisign



You can now see that the document has been sent and see the status.

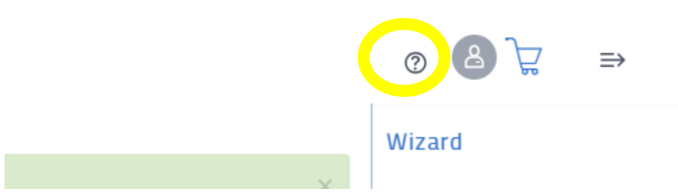


12. Select the form, and then select View PDF or Copy to Cloud



13. If you choose to view the pdf, you will then need to download to your computer.

This is so you can upload them to Command for Compliance

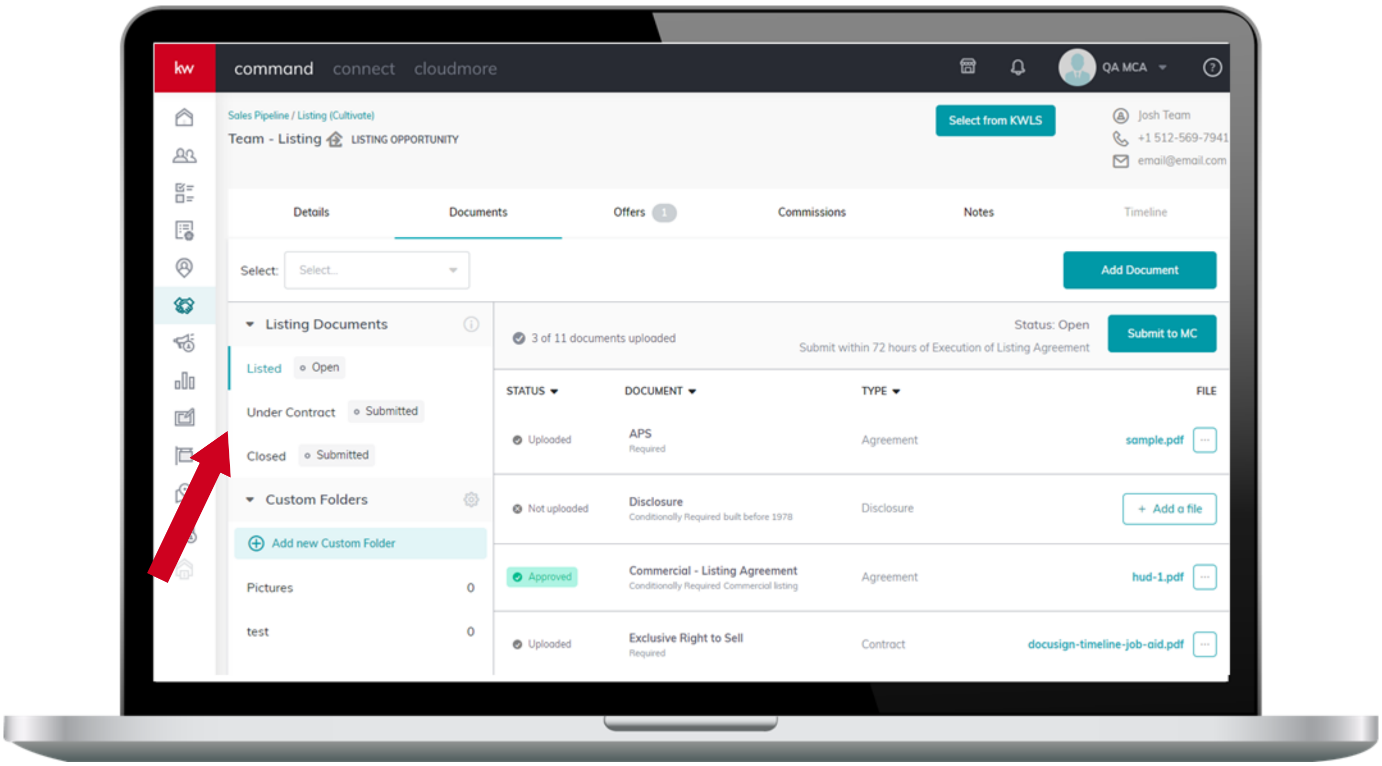


For tutorials and help, please click the question mark in the upper right-hand

Documents

1

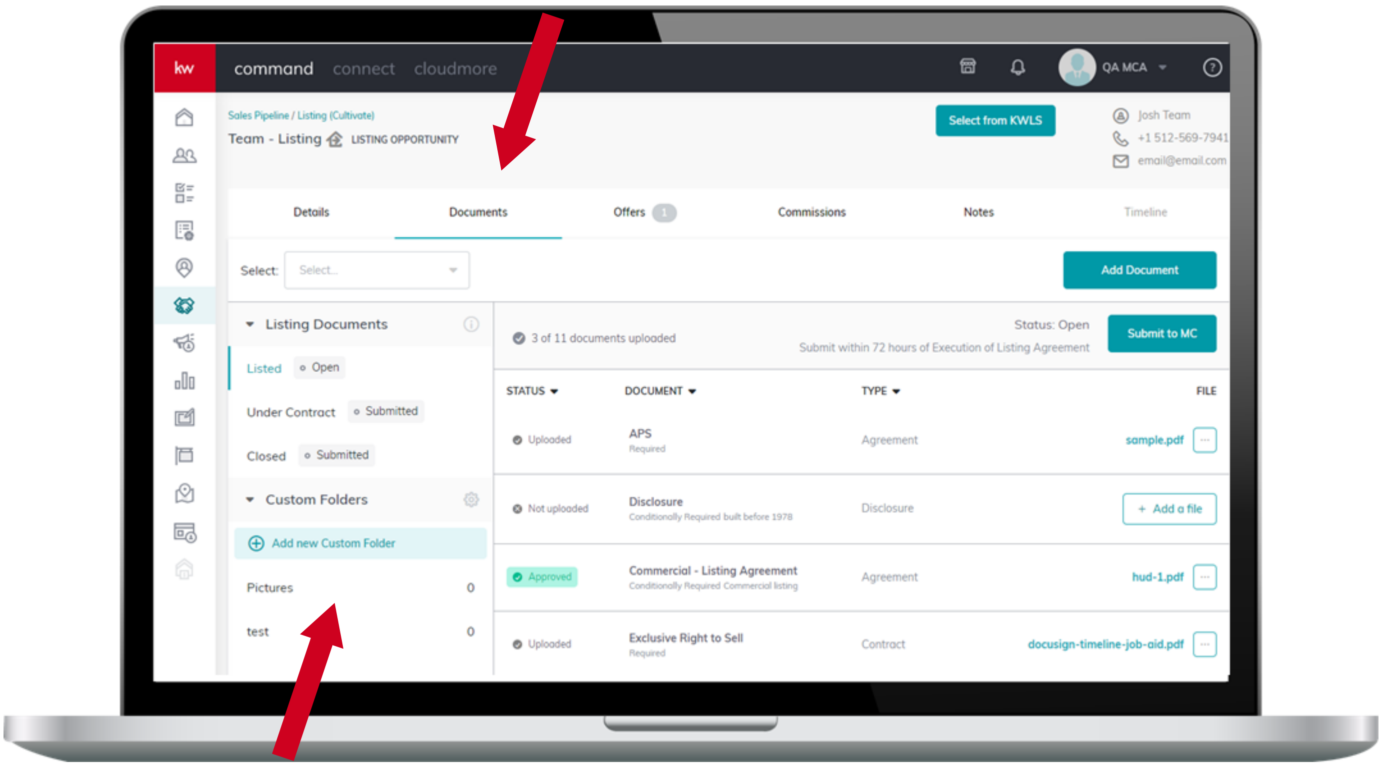
The Documents tab of the Opportunity will house all documents submitted to the market center for compliance.



Make sure you are choosing the correct folder. Listed (for Listing docs), Under Contract (PA and all associated docs), Closed (your DA will be in here)

Documents

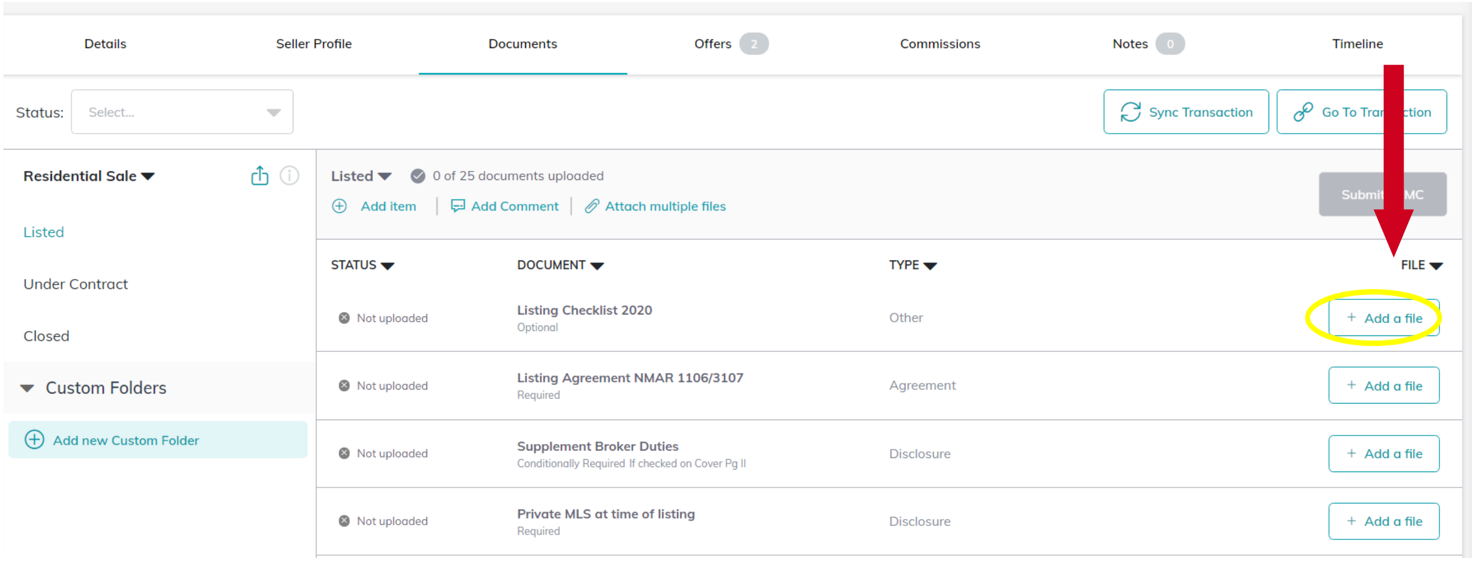
You can also use the custom folder to store other items not for compliance. Pictures, emails, etc.



Upload any document to the documents tab under Custom Folders. Custom folders do not go to compliance. You can store email correspondence, house photos, etc.

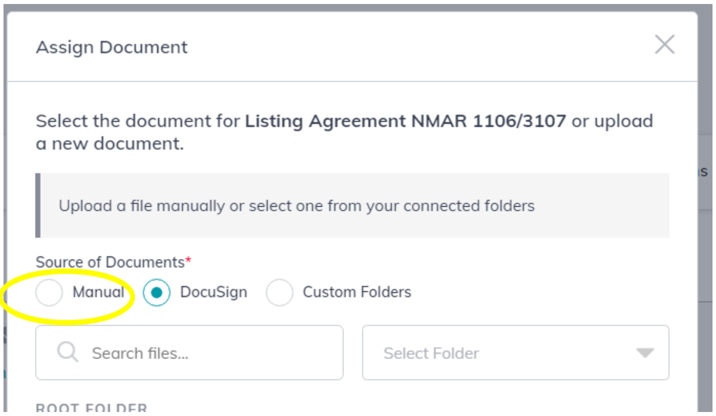
Documents

*Select Add a File



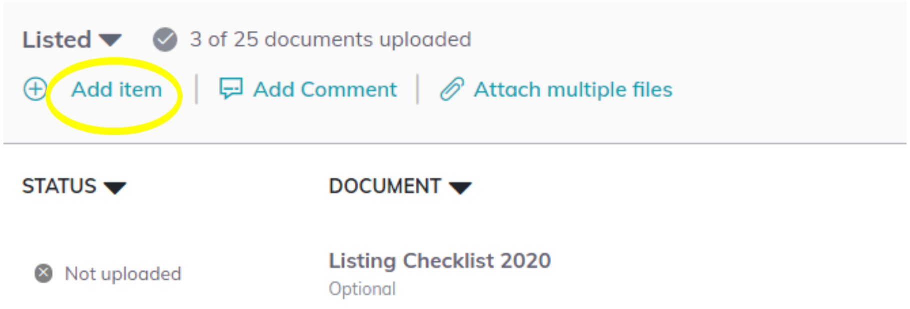
Select Manual

Select Form from your computer

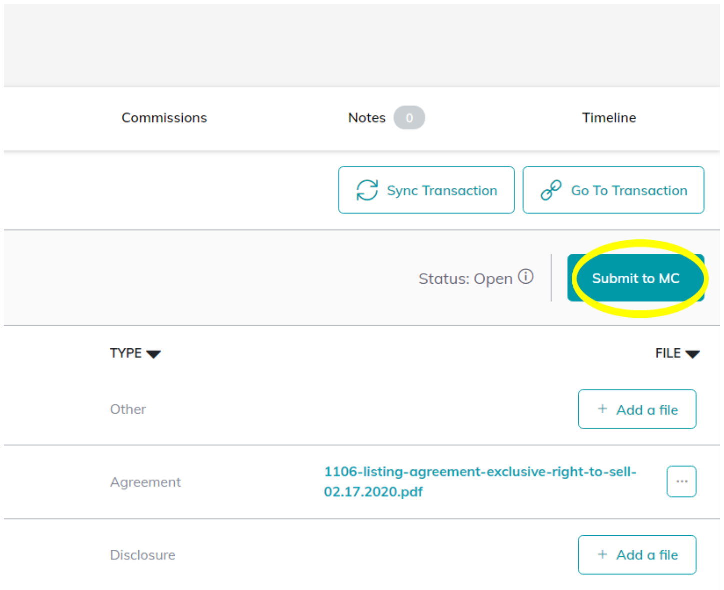


Documents

*If there is no place holder for the document you are adding, simply select “Add Item” and manually add.



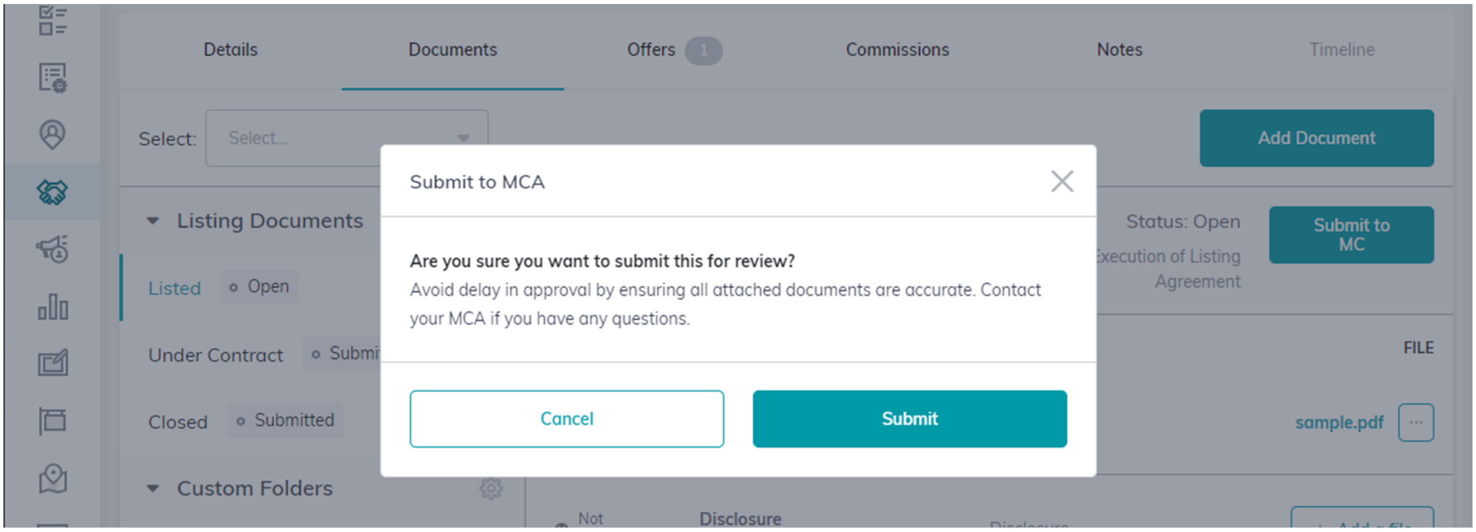
2 Submit Documents to MC



*Submit to MC

Compliance

2 Submit Documents to MC



Agent

Submits documents for review by market center

Market Center

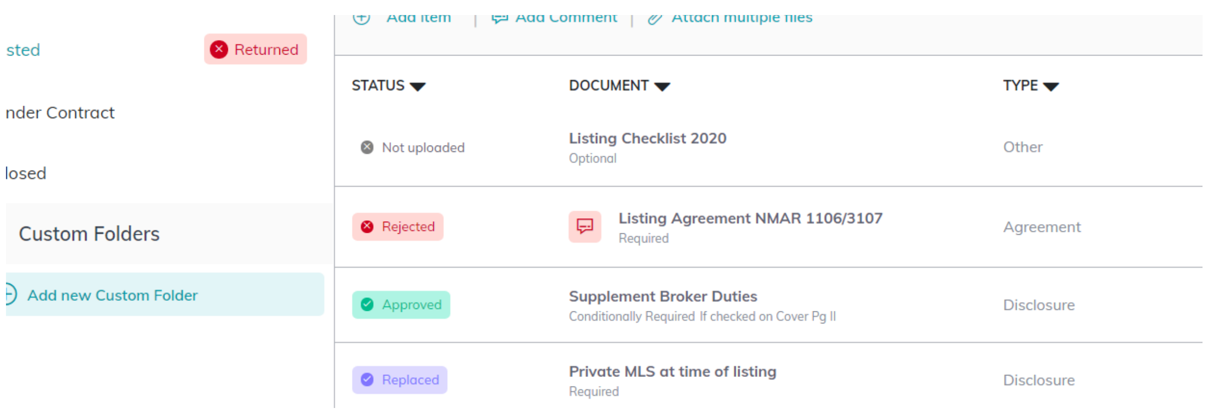
Reviews documents and approves, or rejects based on compliance

Agent

Corrects errors and re-submits documents to market center for review

Market Center

Reviews corrections and approves or rejects based on compliance



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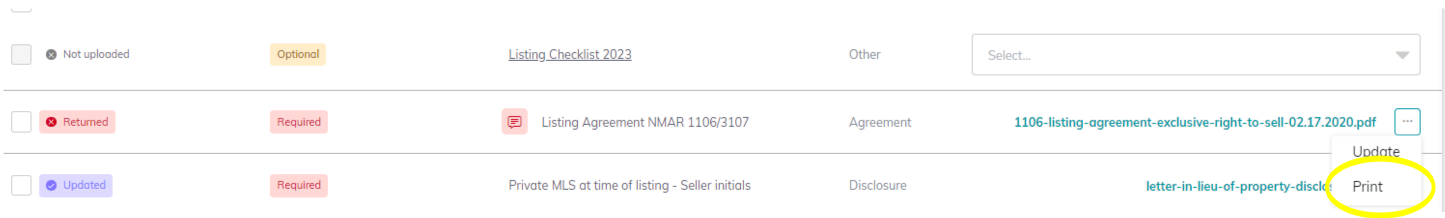
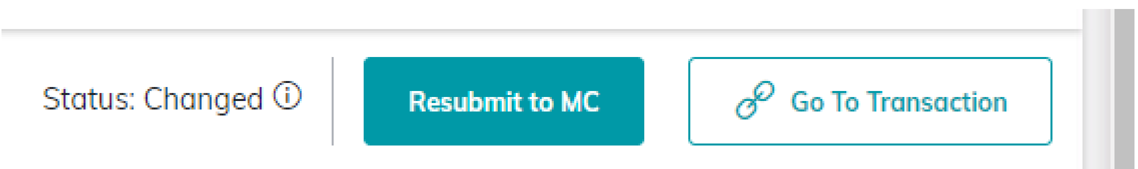
Compliance

2 Submit Documents to MC

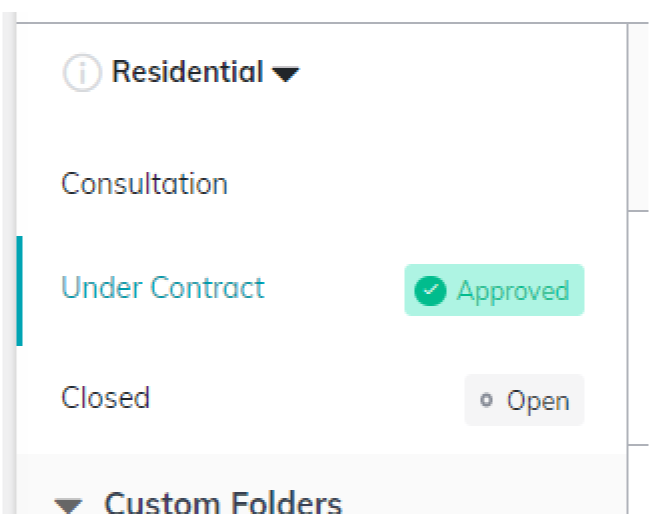


To Correct a Rejected Document

1. Click the 3 dots
2. Select Update



3. Resubmit to MC

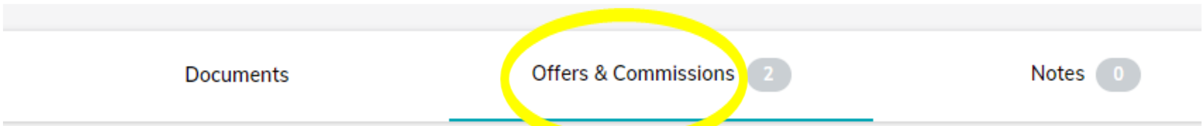


Once your file is Approved, you can continue to Commission

Commissions

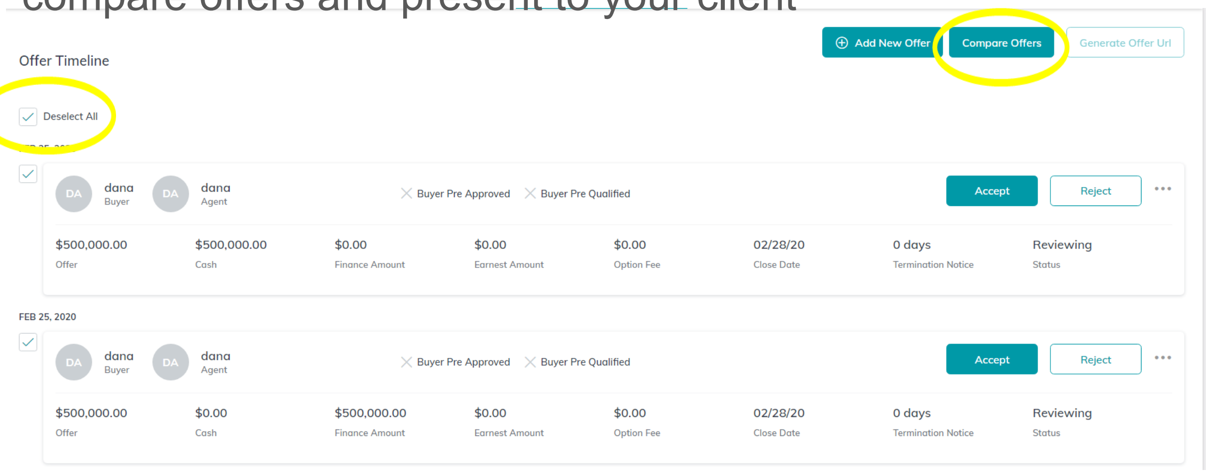
1 Create an Offer

In Order to create the DA, you will need to add the offer first.



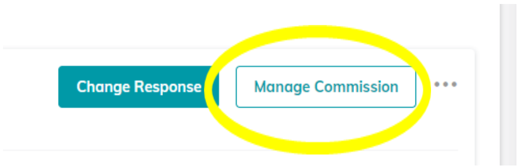
2 Review & Compare

If there is only 1 offer, you still need to enter it to get to Commissions tab
If you have multiple offers, you can use this section to compare offers and present to your client



3 Accept

Accept the offer. The Commissions tab will now be available!

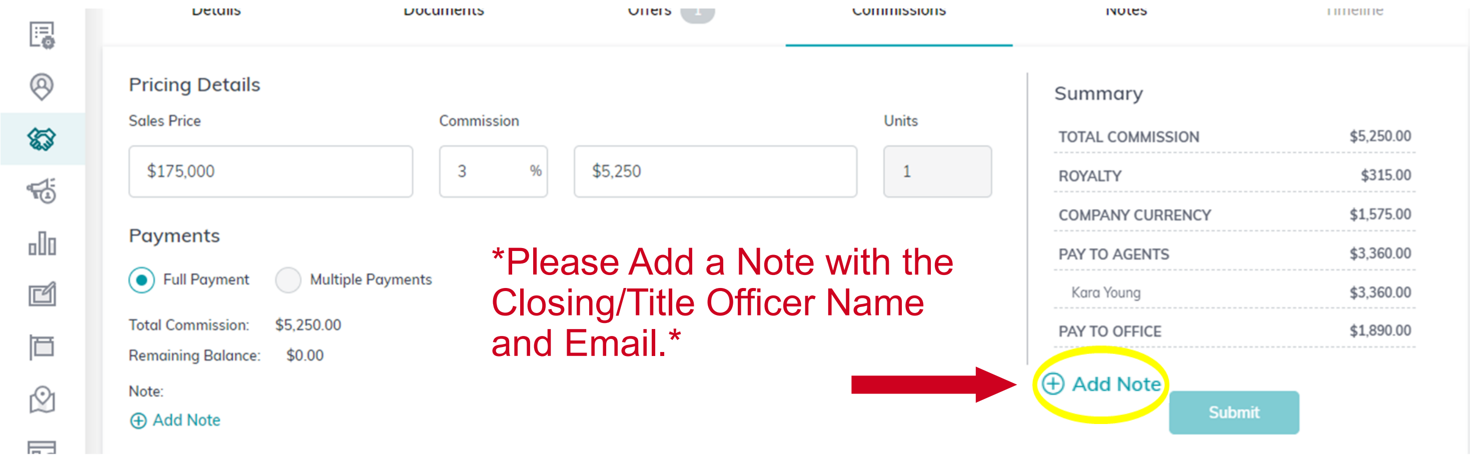


For Compliance or Commission help, please visit https://kwnmtraining.com/lessons/preptogetpaid/ or your Market Center Tech Advisor

Commissions

4 Complete Commission Sheet

(formerly Greensheet)



Agent
Submits commission request for review by market center

→

Market Center
Reviews the request and approves or rejects it.

→

Agent
Corrects errors and updates the request and re-submits it to market center for review.

→

Market Center
Reviews corrections and approves or rejects the request.

Please submit AFTER Appraisal and ORR (inspections) are done. That way if there are concessions or adjustments, you are submitting the commission request only one time and do not need to submit for revisions.

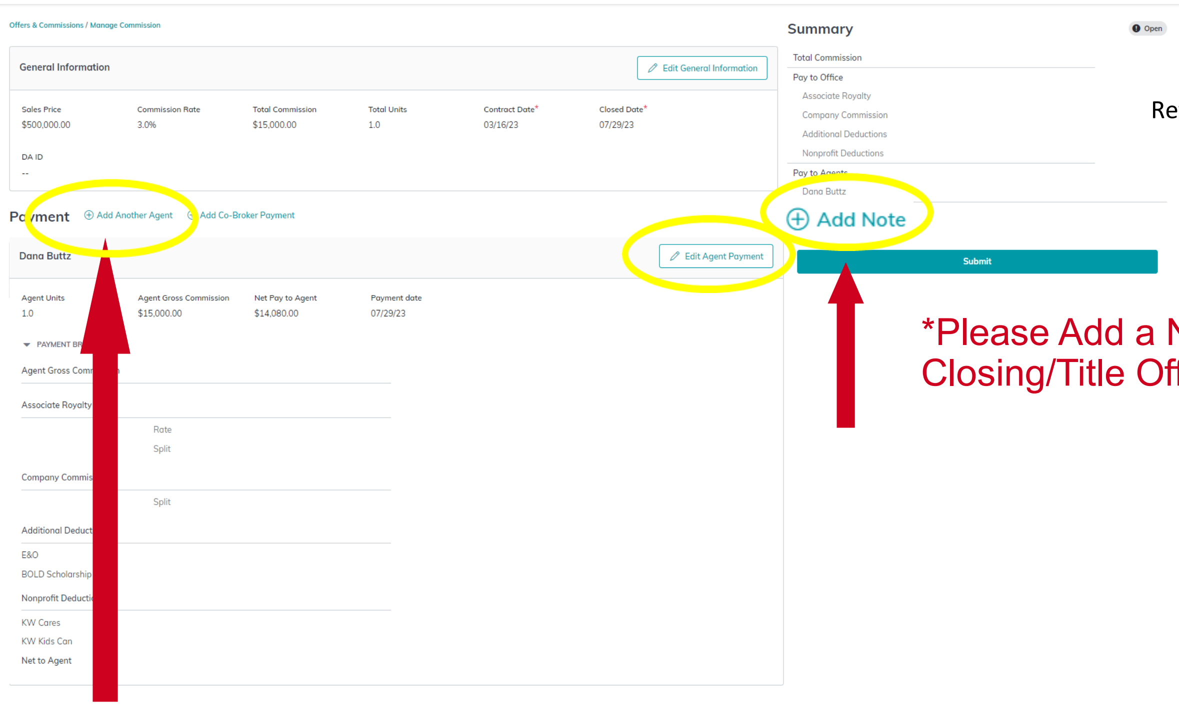
DO NOT SUBMIT until your compliance documents are all approved.

Commissions

4 *Complete Commission Sheet*

Please do not submit until Appraisal and ORR (inspections) are done. That way if there are concessions or adjustments, you will not need to make a revision.

DO NOT SUBMIT until your compliance documents are all approved.



Referrals, Bonuses, Deductions, Conc

Please Add a Note with the Closing/Title Officer Email.

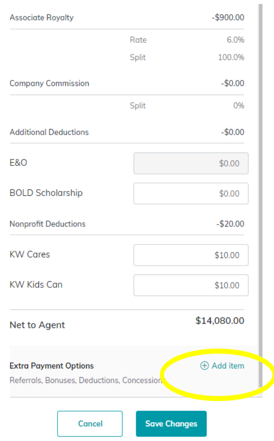
To add another Broker, click Add another Agent. You have to adjust the Units for the split. 50/50 would be 0.5 units to you and 0.5 units to the other associate.

To add referrals, bonuses, deductions, or concessions. Click Edit Agent Payment

Commissions

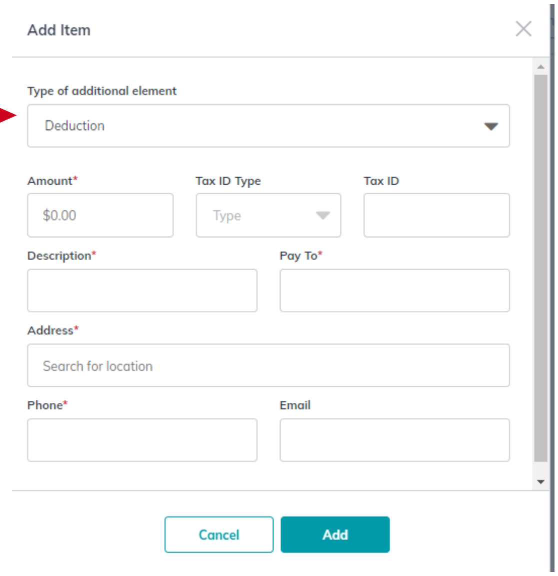
4 *Complete Commission Sheet*

(formerly Greensheet)



Scroll to bottom and Click on Add Item

Select the type and add details



REFERRALS
Always use outside referral, never inside.
You will need the the other Brokerage's W9.

BONUS
This is only used if the seller is paying you back for something (photos, ads, etc.) However, that should be things you are already doing for your commission.

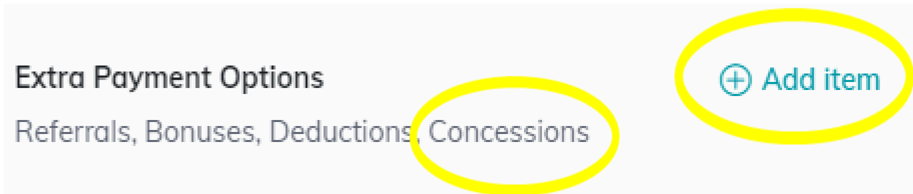
CONCESSION
TC fees

DEDUCTIONS
Coaching Fee, Office TC- Annette Chavez

For Compliance or Commission help, please visit https://kwnmtraining.com/lessons/preptogetpaid/
or your Market Center Tech Advisor

Commissions

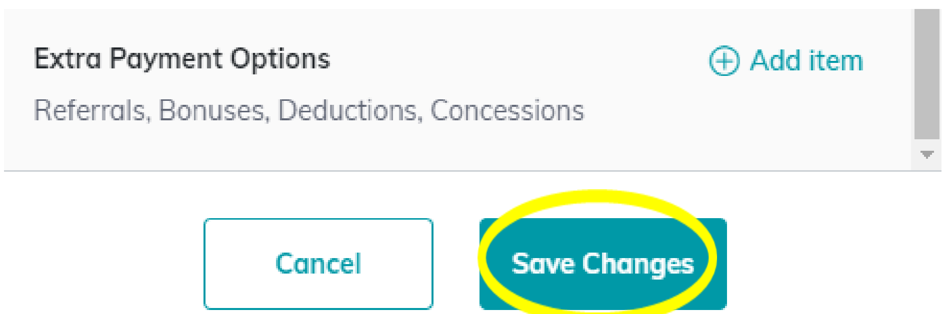
4 Complete Commission Sheet cont.



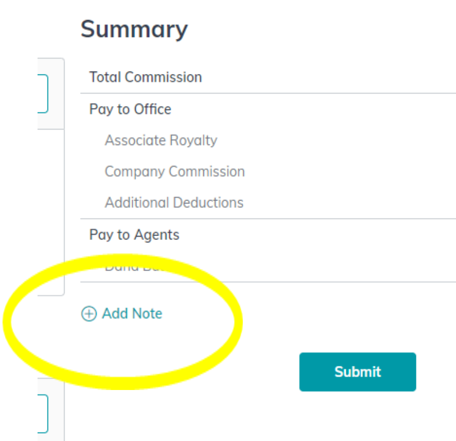
There should not be any amounts under "deductions" enter concessions only

Any TC or Home Warranty amounts should be paid by the broker directly to the TC or Home Warranty Company.

Remember to save your changes!



Don't forget to Add a Note with the **Closing/Title Officer Email.***



SUBMIT Commission request only if your File has been approved for Compliance

Please submit AFTER Appraisal and ORW are done. That way if there are concessions or adjustments, you are submitting the commission request only once and not having to make revisions.

For Compliance or Commission help, please visit https://kwnmtraining.com/lessons/preptogetpaid/ or your Market Center Tech Advisor