



# Compliance & Commissions in Command

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DIRECTOR OF MARKETING

October 2023

**kW** ALBUQUERQUE  
KELLERWILLIAMS. REALTY

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SMARTER.  
MORE HUMAN.**

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“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.



# What You Will Learn

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## Compliance Review

Submit your documents to the market center for approval

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## Document Management

Manage your documents within your Opportunity

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## Compare and Accept an Offer

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

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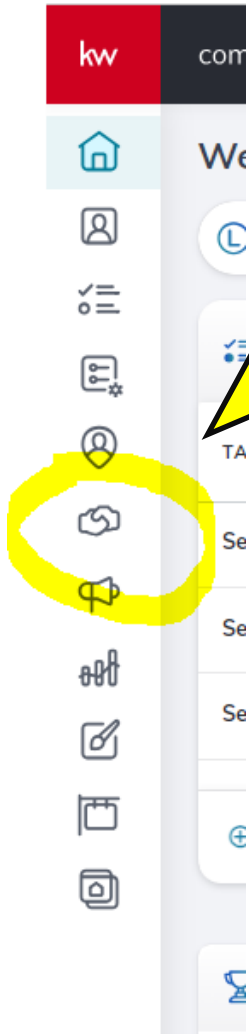


## Submit Commission Request

Get paid by submitting a commission request

---

# Go to Opportunities



1. Select Opportunities

2. Select "Create Opportunity"

A screenshot of the 'All Opportunities' dashboard for Dana Buttz. The 'Create Opportunity' button is circled in yellow. The dashboard displays two pipeline charts: 'Listings' and 'Buyers'.  
**Listings Pipeline:**  
Cultivate (3) → Appointment (1) → Active (4) → Under Contract (3) → Closed (0)  
Volume: 505,000 | Avg. Time: 9.4 days  
Volume: 0 | Avg. Time: 0.1 days  
Volume: 1.50M | Avg. Time: 123 days  
Volume: 1.45M | Avg. Time: 215.5 days  
Volume: 0  
**Buyers Pipeline:**  
Cultivate (1) → Appointment (0) → Active (2) → Under Contract (0) → Closed (0)  
Volume: 300,000 | Avg. Time: 155 days  
Volume: 0 | Avg. Time: --  
Volume: 0 | Avg. Time: 128 days  
Volume: 0 | Avg. Time: --  
Volume: 0  
**GCI Summary:**  
Potential Income: \$82,275.00  
Probable Income: \$55,170.00  
Adjusted commission based on each stage's probability to close

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

# Create Opportunity

### Create Opportunity

**Market Center\***  
Albuquerque

**Team**  
Select a team

**Opportunity Type\***  
Select Type

**Owner\***  
Select an Owner

**Client\***  
Search...

**Co-Seller**  
Search...

**Opportunity Name\***  
[Empty text field]

**Custom tags**  
Select tags

**Estimated Closed Date**  
[Calendar icon]

**Time Frame**  
[Empty text field]

**Estimated Listing Price**  
\$0.00

**Commission Rate\***  
[Empty text field]

**Opportunity Phase\***  
Select an Opportunity Phase

**Opportunity Stage\***  
Select an Opportunity Stage

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

# How to Edit

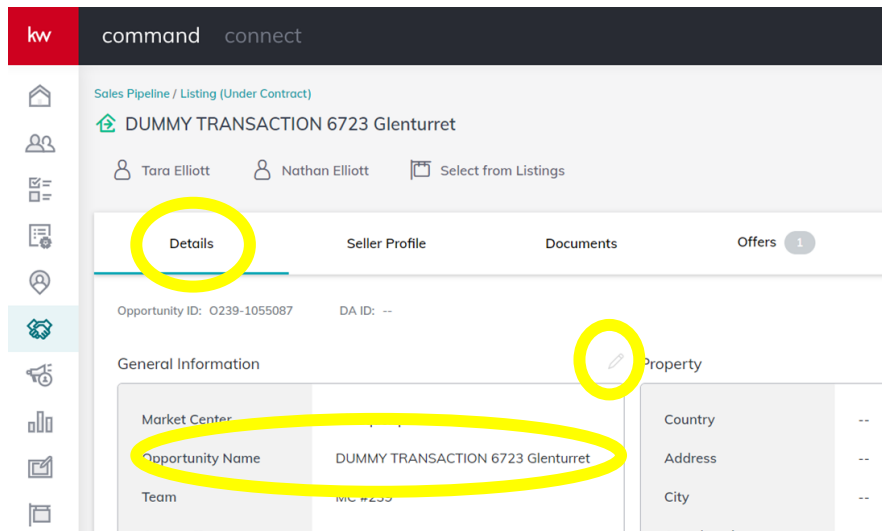
# 1

## 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

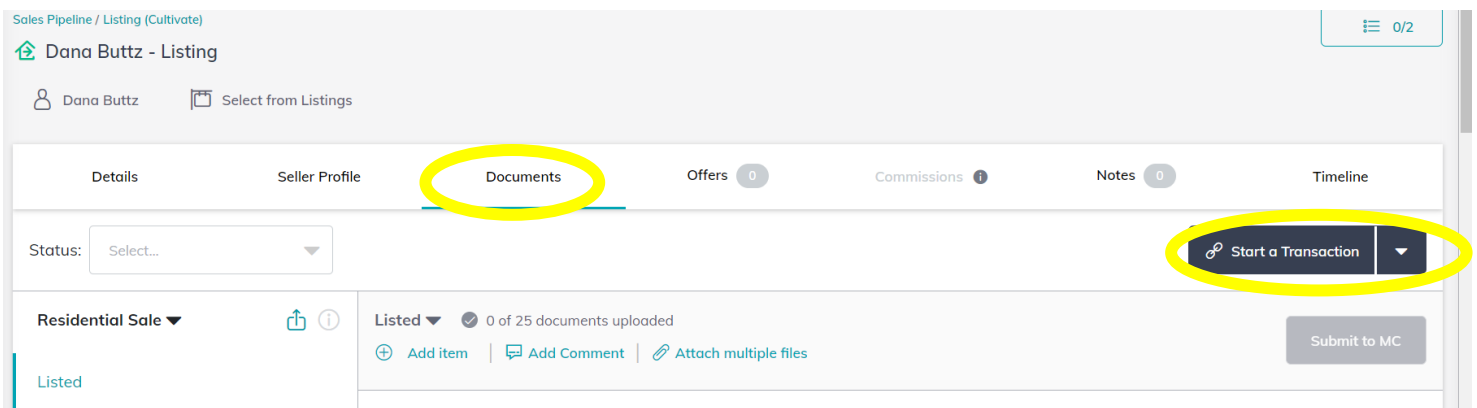


# 2

## Add Documents

\*Select Documents

- Click on Start a Transaction



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

# How to Get Forms

## 1 Login To GAAR.com



[Members](#) [Education](#) [Ethics](#) [News & Events](#) [Get Involved](#) [REsources](#) [About Us](#) [SWMLS](#)

[CONTACT](#) [LOGIN](#)

## 2 Select Transaction Desk

### Quick Links



# Transaction Desk

TransactionDesk now integrates with Boost – the easiest way to advertise yourself and your listings to

### Agent Dashboard

**Transactions**  
Create Transaction

**Authentisign**  
Start Signing

**Email**  
Email Documents

**Upload**

**Transactions**  
Dana Buttz  
Modified: 7/11/19 7:19 AM  
Thompson  
Modified: 7/11/19 7:19 AM  
Purcell Purchase  
Modified: 5/1/18 1:06 PM  
Towne Park  
Go to Transactions

**Forms**  
2100 - Broker Duties S  
2106 - Purchase Agree  
Modified: 9/13/22 8:22 AV  
1206 - Buyer Broker Ag  
Modified: 8/1/22 8:16 AM  
2104 - Purchase Agree  
Go to Forms

**Documents**  
Fax-Back Cover Shee  
Transaction: Dana Buttz  
Modified: 3/30/20 6:43 PM  
[Certificate] Thomps  
Transaction: Thompson - B  
Modified: 7/11/19 7:19 AM

**Authentisign** Classic New  
Test - 1205 - Buyer Broker Agreement - Agency Adde  
Status: In Progress Associated Transaction: test  
Modified: 3/13/2020 4:06:59 PM  
Fred Flinstone - 2104 - Purchase Agreement Residen  
Status: In Progress Associated Transaction: Fred Flinstone  
Modified: 3/13/2020 3:39:26 PM

1. Create Transaction

**Create Transaction**

Name \* 1234 Main Street

Type Residential Purchase

Import Data (optional) Greater Albuquerque MLS Residential

1042918

Add me as the Buyer's Broker

Use Wizard

Close Create

2. Fill in the information.  
3. Click "Create"

TransactionDesk now integrates with Boost – the easiest way to advertise yourself and your listings to your sphere and beyond. Start Advertising

1234 Main Street Open Listing # 1042918 Buyer: Dana Buttz Seller: Duran

Transaction Dashboard

Forms Empty - None Found

Checklist items status

Wizard  
Dashboard  
Contacts  
Signings  
Documents  
Checklist  
Tasks  
Call Logs  
History  
Closing Services  
Integrations  
Start Advertising

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

# Transaction Desk

Advertise your listing on Facebook, Instagram, Nextdoor, and across the web with Boost. [Start advertising.](#)

Contacts

Search



5. Click the "Add" button

Create new transaction contact

Add yourself

Add contact from Google

Add contact from LionDesk

Add contact from Propertybase GO

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

Close

Create Transaction Contact

Save

General Address

Type \*

Buyer

Contact

First Name \*

Middle Name

Last Name \*

Email

Legal Name

Preferred Signature

Preferred Initials

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

8. Save

Dashboard

Details

Contacts

Forms

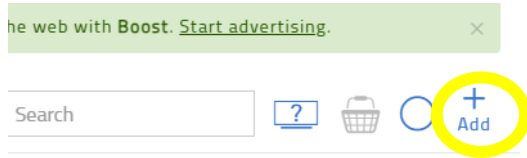
Signings

Documents

Checklist

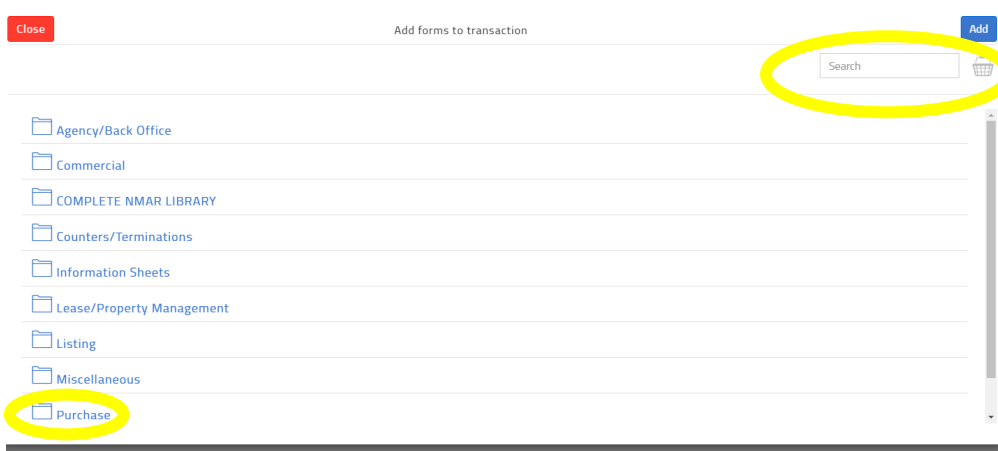
9. Now select Forms from the right-hand side

# Transaction Desk



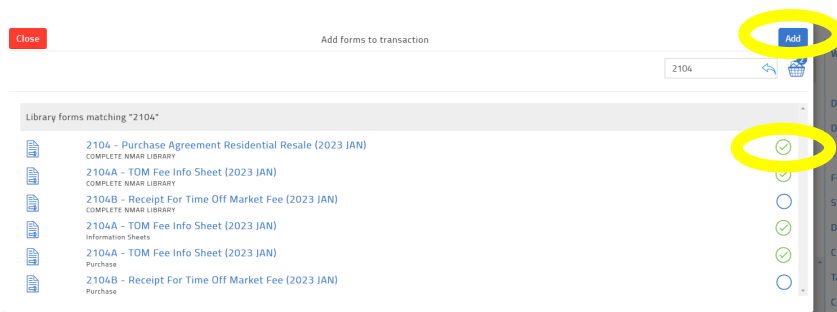
10. Click the "Add" button

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

Advertise your listing on Facebook, Instagram, Nextdoor, and across the web with Boost. [Start advertising.](#)

Forms

Search



13. Click on a form to edit

2104 - Purchase Agreement Residential Resale (2023 JAN)  
Modified: 10/11/23 11:48 AM

2104A - TOM Fee Info Sheet (2023 JAN)  
Modified: 10/11/23 11:48 AM



## 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.  
 Designated Broker has an **OWNERSHIP INTEREST IN PROPERTY**

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

File • AA Fonts • Clause Transaction Forms Save/Exit

TransactionDesk now integrates with Boost – the easiest way to advertise yourself and your listings to your sphere and beyond. [Start advertising.](#)



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

[Dashboard](#)

[Details](#)

[Contacts](#)

[Forms](#)

**[Signings](#)**

[Documents](#)

1. Select Signings from the right-hand side.

Close

Create Signing

Save

Signing Name \*

PA 1234 Main Street

2. Give the file a name

web with Boost. [Start advertising.](#)

Search



3. Then select Add

Let's get started! Drag and drop your file here or click to upload

ADD A DOCUMENT OR FORM

4. Click on add a document or form

Add a Document or Form

×

My Transaction

Upload / Import

My Files

A-Z Search



2104 - Purchase Agreement Residential Resale (2023 JAN)

Form - Modified 10/11/2023 11:48 AM

ADD



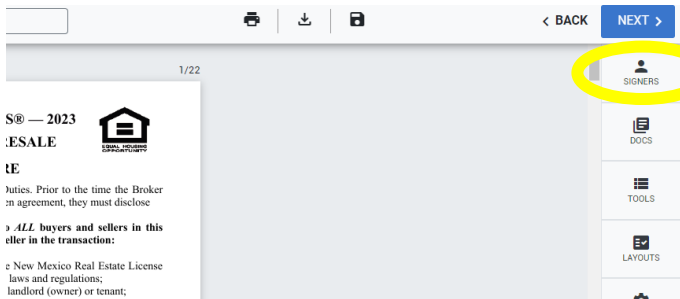
2104A - TOM Fee Info Sheet (2023 JAN)

Form - Modified 10/11/2023 11:48 AM

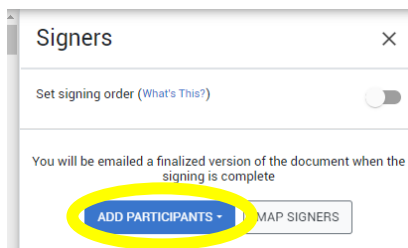
ADD

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

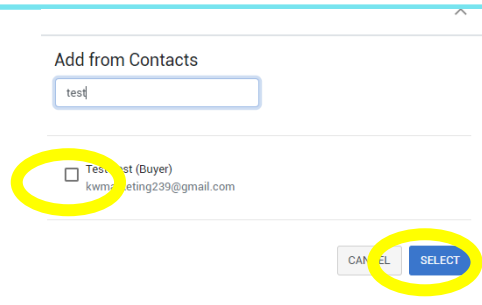
# Authentisign



6. Select Signers from the right-hand side.



7. Add Participants



8. Select Buyer/Seller. Then click Select button

**PART II – OTHER REQUIRED DISCLOSURES**  
*Broker shall update these and all other required disclosures as needed.*

**BUYER'S BROKER DISCLOSURES:**

- 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.
- 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.**
- 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

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

**TRANSACTION COORDINATORS** are licensed Brokers who have been engaged by the Broker as indicated above to assist the Broker in the processing of the transaction, which may include gathering information and paperwork, overseeing, and organizing contractual deadlines, communicating, and coordinating with lenders, title companies, inspectors, other Brokers, and the parties to the contract to facilitate the Closing of the transaction, and assembling the final transaction file for Closing. **TCs OWE BROKER DUTIES AS SET FORTH ON COVER PAGE 1. ATTN TCs: USE NMAR FORM 2100 TO MAKE ANY DISCLOSURES REQUIRED BY BROKER DUTIES.**

Buyer is a New Mexico Real Estate Broker  
 Buyer is a party to another Buyer-Broker Agreement

Seller is a New Mexico Real Estate Broker

**REQUIRED**

TT-Sign Here [Signature] /dd/yyyy h:mm tt  
Buyer Signature Printed Name Date Time  
Seller Signature [TT Test Test (Buyer)]  
Seller Signature Printed Name Date Time

**THE FOLLOWING IS PROVIDED FOR INFO:**

**Signer Actions** (What's This?)

- SIGN HERE
- INITIALS
- TEXT LINE
- CHECKBOX
- INITIAL PAGES
- INITIAL CHOICE
- RADIO CHOICE
- DROPDOWN

**Signer Fields** (What's This?)

- FULL NAME
- EMAIL ADDRESS
- AUTO TIME

**Markup** (What's This?)

- TEXT BOX
- HIGHLIGHT
- LINE
- FREEHAND
- ELLIPSE

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

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

Print Download Save

< BACK NEXT >

Signing Tools

SIGNERS

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.

## Finalize Signing Setup

You're almost done! To further customize your signing invitation, use the options below.

Expiration and Reminders

Expires on 11/10/2023 at 11:59 PM

Send reminder every \_\_\_ days at \_\_\_

CANCEL CUSTOMIZE INVITES SEND

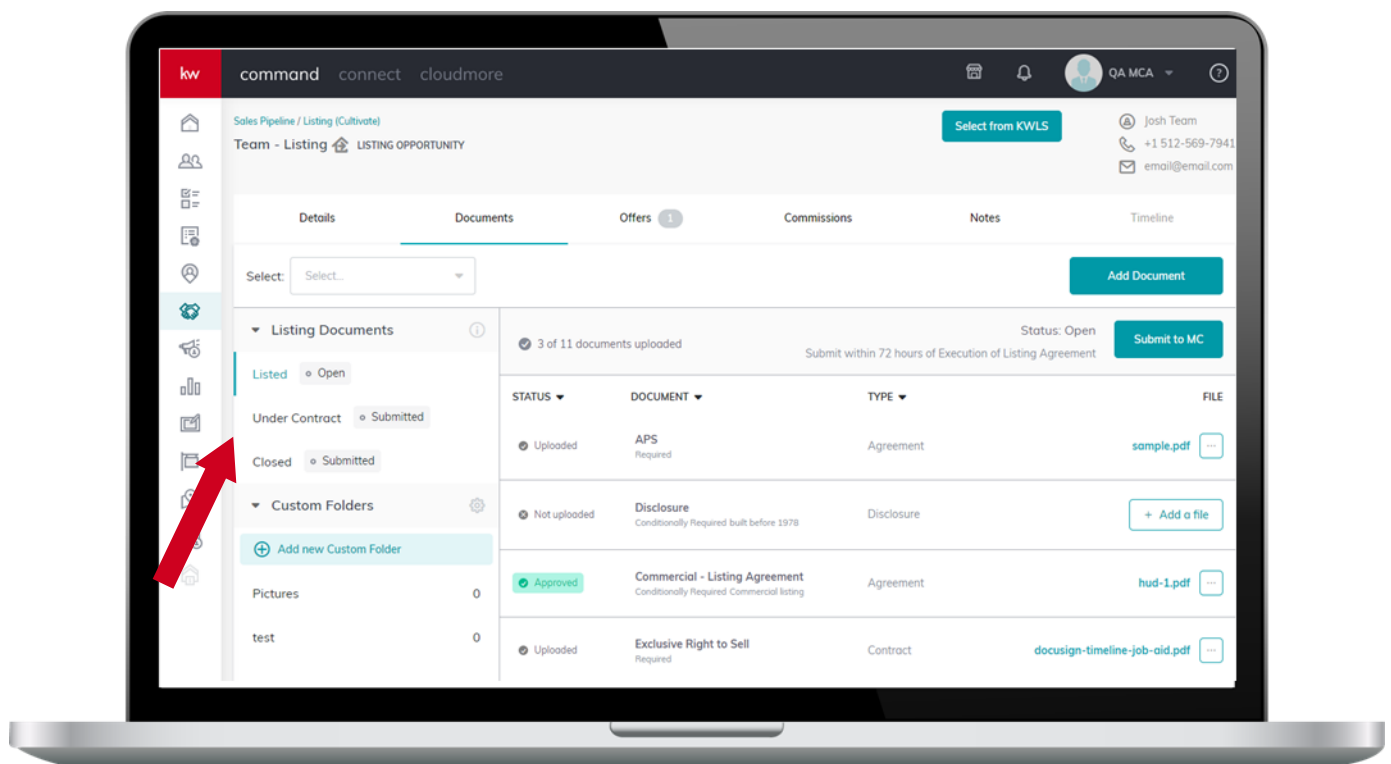
11. You have the option to customize and expiration date and reminders. Choose Send



# Documents

1

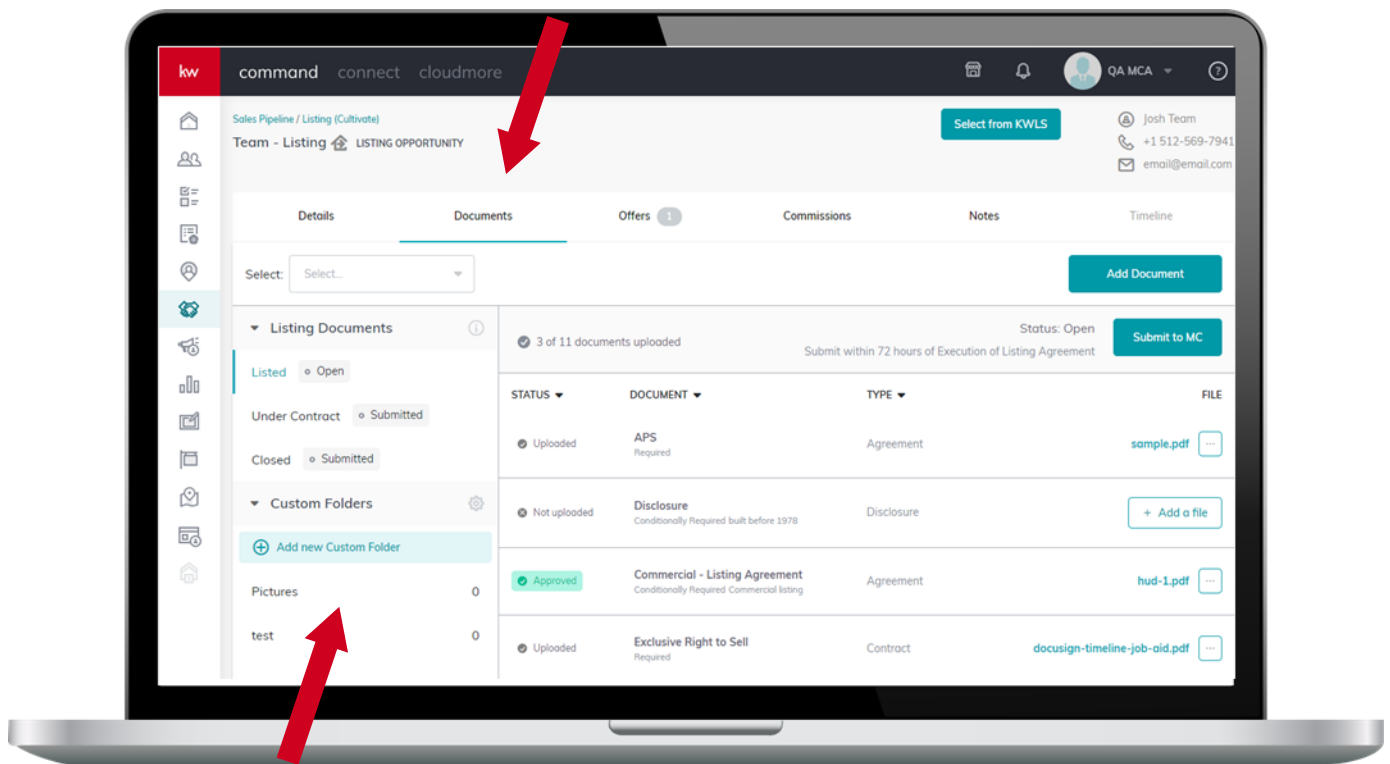
The Documents tab of the Opportunity will house all documents submitted to the market center for compliance.



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

Details Seller Profile Documents Offers 2 Commissions Notes 0 Timeline

Status: Select... Sync Transaction Go To Transaction

Residential Sale ▾ Listed ▾ Add item | Add Comment | Attach multiple files

STATUS ▾	DOCUMENT ▾	TYPE ▾	FILE ▾
Not uploaded	Listing Checklist 2020 <small>Optional</small>	Other	
Not uploaded	Listing Agreement NMAR 1106/3107 <small>Required</small>	Agreement	
Not uploaded	Supplement Broker Duties <small>Conditionally Required If checked on Cover Pg II</small>	Disclosure	
Not uploaded	Private MLS at time of listing <small>Required</small>	Disclosure	

Custom Folders

Select Manual

Select Form from  
your computer

Assign Document

Select the document for Listing Agreement NMAR 1106/3107 or upload a new document.

Upload a file manually or select one from your connected folders

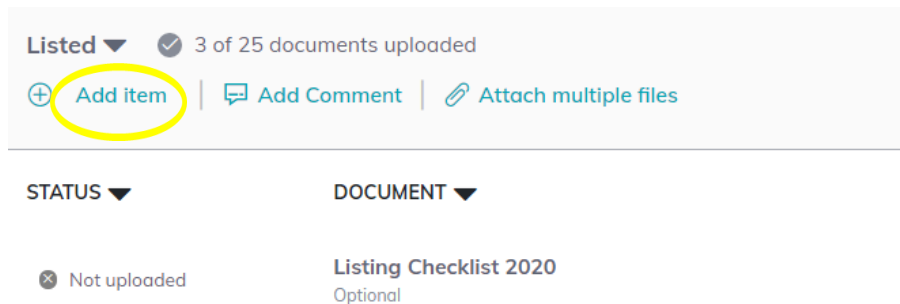
Source of Documents\*

Manual  DocuSign  Custom Folders

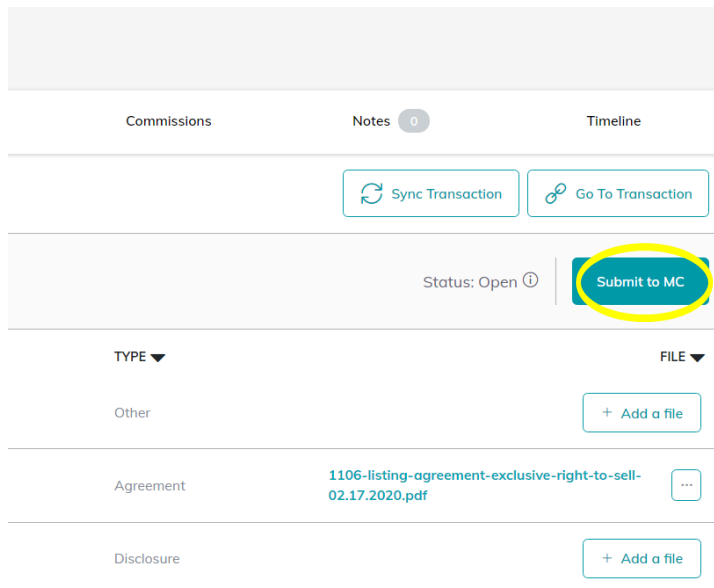
ROOT FOLDER

# Documents

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



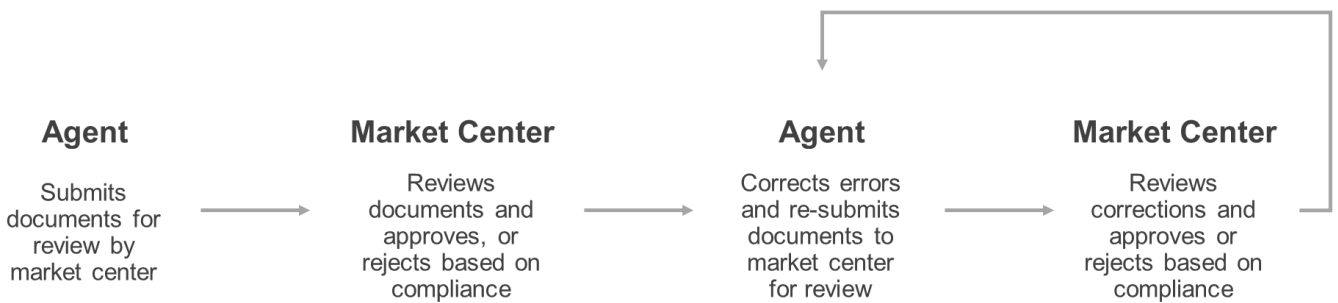
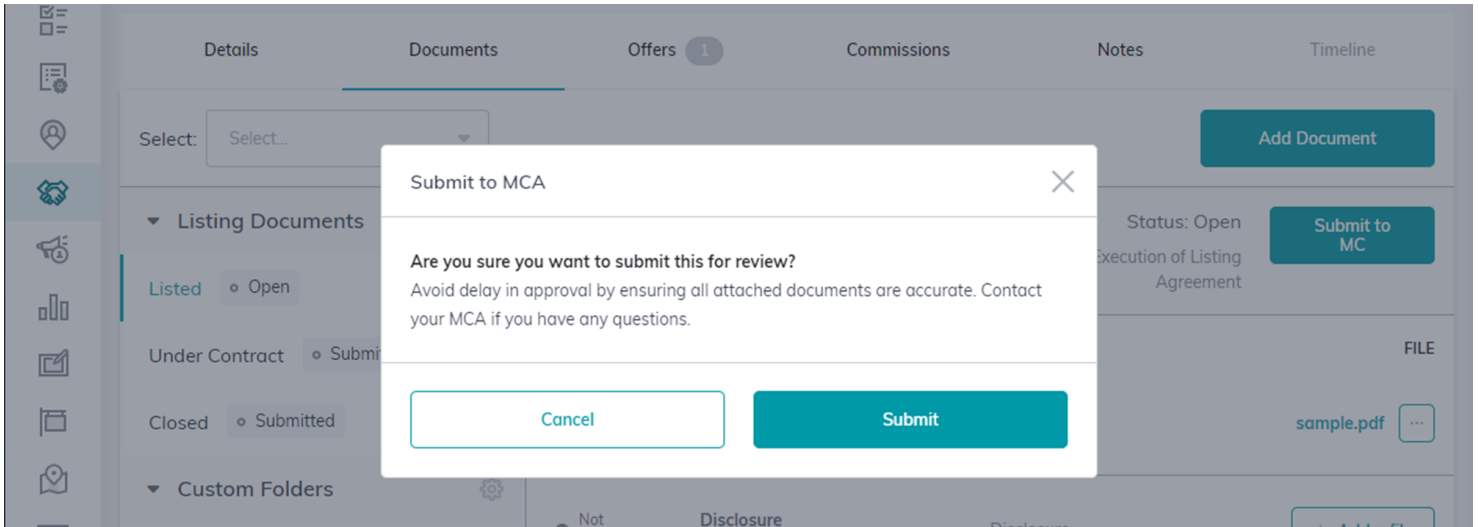
## 2 Submit Documents to MC



\*Submit to MC

# Compliance

## 2 Submit Documents to MC



STATUS	DOCUMENT	TYPE
Not uploaded	Listing Checklist 2020 Optional	Other
Rejected	Listing Agreement NMAR 1106/3107 Required	Agreement
Approved	Supplement Broker Duties Conditionally Required If checked on Cover Pg II	Disclosure
Replaced	Private MLS at time of listing Required	Disclosure

# Compliance

## 2 Submit Documents to MC

<input type="checkbox"/>	Not uploaded	Optional	Listing Checklist 2023	Other	Select...
<input type="checkbox"/>	Returned	Required	Listing Agreement NMAR 1106/3107	Agreement	1106-listing-agreement-exclusive-right-to-sell-02.17.2020.pdf <span>...</span>
<input type="checkbox"/>	Updated	Required	Private MLS at time of listing - Seller initials	Disclosure	letter-in-lieu-of-property-disclosure <span>Update</span> <span>Print</span>

### To Correct a Rejected Document

1. Click the 3 dots
2. Select Update

Status: Changed ⓘ

[Resubmit to MC](#) [Go To Transaction](#)

3. Resubmit to MC

Residential ▼

Consultation

Under Contract Approved

Closed Open

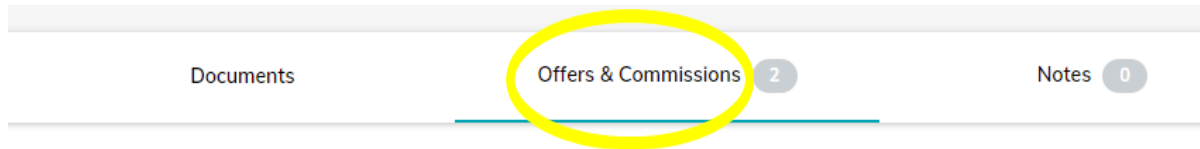
Custom Folders

Once your file is Approved, you can continue to Commission

# Commissions

## 1 Create an Offer

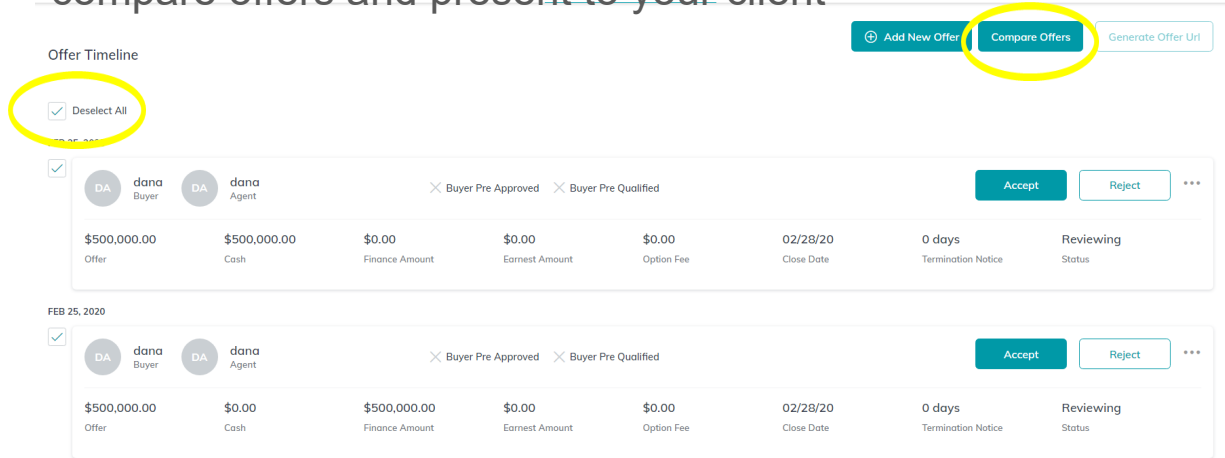
In Order to create the DA, you will need to add the offer first.



## 2 Review & Compare

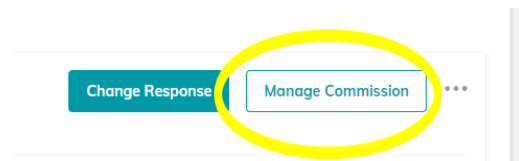
**\*If there is only 1 offer, you still need to enter it to get to Commissions tab\***

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!



# Commissions

## 4 Complete Commission Sheet (formerly Greensheet)

The screenshot shows the 'Commissions' tab in a software interface. It includes sections for Pricing Details, Payments, and a Summary table. A red arrow points to the 'Add Note' button in the Summary section.

**Pricing Details**

Sales Price	Commission	Units
\$175,000	3 %	\$5,250
		1

**Payments**

Full Payment  Multiple Payments

Total Commission: \$5,250.00  
Remaining Balance: \$0.00

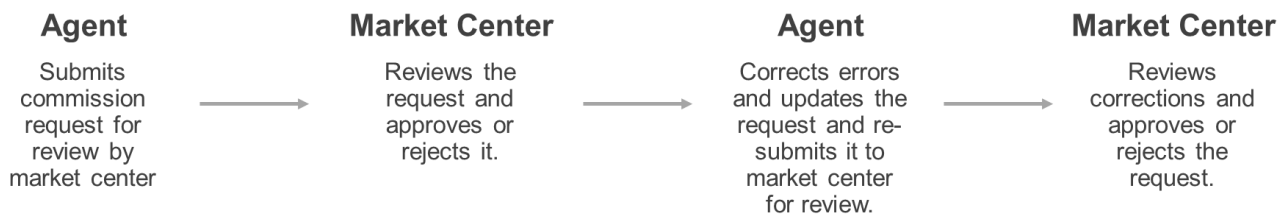
Note:  
[+ Add Note](#)

**Summary**

TOTAL COMMISSION	\$5,250.00
ROYALTY	\$315.00
COMPANY CURRENCY	\$1,575.00
PAY TO AGENTS	\$3,360.00
Kara Young	\$3,360.00
PAY TO OFFICE	\$1,890.00

[+ Add Note](#) [Submit](#)

**\*Please Add a Note with the Closing/Title Officer Name and Email.\***



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.

The screenshot shows a web application interface for managing commissions. It is divided into two main sections: 'General Information' and 'Summary'. The 'General Information' section includes fields for Sales Price (\$500,000.00), Commission Rate (3.0%), Total Commission (\$15,000.00), Total Units (1.0), Contract Date (03/16/23), and Closed Date (07/29/23). Below this is a 'Payment' section for agent Dana Buttz, showing Agent Units (1.0), Agent Gross Commission (\$15,000.00), Net Pay to Agent (\$14,080.00), and Payment date (07/29/23). The 'Summary' section on the right lists various commission components like Associate Royalty, Company Commission, and Nonprofit Deductions. Annotations include a red arrow pointing to the 'Add Another Agent' button, a yellow circle around the 'Add Note' button, and another red arrow pointing to the 'Add Note' button. A red text box next to the 'Add Note' button reads: '\*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)

Associate Royalty		-\$900.00
Rate	6.0%	
Split	100.0%	
Company Commission		-\$0.00
Split	0%	
Additional Deductions		-\$0.00
EO	<input type="text" value="\$0.00"/>	
BOLD Scholarship	<input type="text" value="\$0.00"/>	
Nonprofit Deductions		-\$20.00
KW Cares	<input type="text" value="\$10.00"/>	
KW Kids Can	<input type="text" value="\$10.00"/>	
Net to Agent		\$14,080.00

Extra Payment Options  
Referrals, Bonuses, Deductions, Concessions

Scroll to bottom and Click on Add Item



Select the type and add details

Add Item

Type of additional element  
Deduction

Amount\*  Tax ID Type  Tax ID

Description\*  Pay To\*

Address\*

Phone\*  Email



### 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

# Commissions

## 4 Complete Commission Sheet cont.

Extra Payment Options  
Referrals, Bonuses, Deductions, Concessions  
+ Add item

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!

Extra Payment Options  
Referrals, Bonuses, Deductions, Concessions  
+ Add item

Cancel

Save Changes

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

Summary

Total Commission

Pay to Office

- Associate Royalty
- Company Commission
- Additional Deductions

Pay to Agents

+ Add Note

Submit

**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.