Simplifying the Real Estate Transaction Process

Hello, RE/MAX One Agents!

Who? What? When? Why?... We know how busy you are as agents and our RE/MAX One staff is here to make your job as efficient as possible – paperwork included! With that said, this document is to simplify the paperwork process AND give you backend support with answers for a few commonly asked questions.

As a reminder, your LISTING AGREEMENT AND DISCLOSURES **MUST** be turned in within **48 hours** of signing. Below, you will find the breakdown of the **Transaction Checklist, Sales Report, Lease Report, RE/MAX One Addendum, and RE/MAX Affiliated Disclosure** for your reference.

So, first things first, **WHAT** are some of these documents?

1. **Transaction Checklist** – The checklist is to be used for Sales. It breaks down what is needed if you represent the Seller(s) and/or the Buyer(s). If you are representing the Sellers, you need all items on both the section labeled "Listing File" and "Sold File" (as well as the 'If Applicable' bottom portion that may apply to your transaction). If you are representing the Buyers, you need the section labeled "Sold File" (as well as the 'If Applicable' bottom portion that may apply to your transaction).
2. **Sales Report** – This report is to be completed FULLY when you are representing the Seller(s) and/or the Buyer(s) on a transaction. It needs to be turned in to your office administrator **7-10 days PRIOR to the COE**. We should not have sales reports coming in the day before escrow's due to close as it backs up the entire work flow. We have 17 offices and 400+ agents. This is **required** to issue your CDA to escrow. Part of the reason we ask for this cushion of time is to avoid receiving gross checks. Receipt of a gross check will result in a delay of agent receiving their check(s).
   Need help filling out your sales report? Here's some quick instructions on how to do so:
   1. Fill in the basic information (Top and middle portions, **must be fully completed**)
   2. Commission Distribution section (see below for breakdown of pictured 1-8):

Commission Distribution:

1 RE/MAX ONE Gross Commission:				
2 Admin charge to:	☐ Buyer		☐ Seller	
3 Credit to:	☐ Buyer		☐ Seller	
4 Transaction Coordinator:				
5 Referral:				
6 Office Bill:				
7 eCommission:				
8 Other:				

1. Gross Commission – Commission amount or percentage *Please provide most recent commission instructions to avoid immediate revisions with escrow*
2. If you are collecting a base commission/admin fee from your client, please specify amount. If you're collecting from the seller, it must be stated on your Listing Agreement. If you're collecting from the buyer, it must be stated on the RE/MAX ONE Addendum. *Please make it a point

to include the RE/MAX ONE Addendum on the RPA (item 5A or item 6) to eliminate confusion with escrow*

3. If you are crediting from your commission to seller or buyer, please specify who the credit is to, the amount, and include the escrow amendment specifying the credit
4. If you are using a transaction coordinator, please specify name and amount.
5. If you owe a referral, please specify referring agent/brokerage and percentage of referral. **Please attach referral fee agreement when submitting sales report**
6. If you would like to make a payment from your commission towards your monthly reoccurring dues, specify amount you'd like to apply.
   - Bills are sent via email between the 5th and 10th of the month for the month previous just like a credit card bill (for example: the bill for November 2021 would be available between December 5th-10th 2021) Payments by check can be made out to RE/MAX ONE and given to your office administrator to be sent to the corporate office for processing. Payments by credit card can be made via telephone **ONLY**, please contact Michelle Guerrero at 818-366-3300, extension 1295
7. If a commission advance was taken on the transaction, please indicate which company is owed and the amount due.
8. Other indicates other notes necessary for accurate commission disbursements

3. **Lease Report** – It is the Transaction Checklist and Sales Report combined into one, please be sure to complete all applicable fields in the Sales Report section.
4. **RE/MAX ONE Addendum and Affiliated Business Disclosure** – The RE/MAX ONE Addendum is a blanket addendum/disclosure our company created to protect both you and your client(s) and the Affiliated Business Disclosure lists all companies that we are affiliated with. Both are required for all transactions. Both should be listed in the RPA under item 5 if you're representing the buyer.

WHO do I send my paperwork to?

Laguna: Please send all of your paperwork to Rachel Hoffmeier (rhoffmeier@maxoneproperties.com). Rachel is the Office Administrator located in the Laguna Beach office and oversees the files for compliance. She is also responsible for sending your Sales/Lease Report to Carol Camarena (corporate office).

Newport: Please send all of your paperwork to Danica Hopkins (dhopkins@maxoneproperties.com). Danica is the Office Administrator located in the Newport Beach office and oversees the files for compliance. She is also responsible for sending your Sales/Lease Report to Carol Camarena (corporate office).

Tustin: Please send all of your paperwork to Caitlin Edgerton (cedgerton@maxoneproperties.com). Caitlin is the Office Administrator located in the Tustin Office and oversees the files for compliance. She is also responsible for sending your Sales/Lease Report to Carol Camarena (corporate office).

From the Sales Report, Carol creates your CDA and sends it to the Escrow company. This is ultimately how you get paid. If you ever have a question or need assistance with your paperwork, please reach out to your administrator or sales manager.

WHEN exactly do I send these documents?

Sales Report and all executed paperwork that you may have at that time must be sent AT LEAST 7 – 10 DAYS BEFORE CLOSING. We know sometimes there are delays from the other side, however, we ask so many days in advance to avoid any delays releasing your check(s). Once your documents are fully executed, please send them to the appropriate parties for review. Checks cannot be released until the file is complete.

Lease Report should be turned in when you receive the check. (Please note that any personal checks are applicable to a 10 business day hold)

WHY?

We've created this process to protect you, your client, our brokerage – and ultimately to make your transaction as seamless as possible. Time is our greatest asset! Considering your roles pertain to simplifying the home buying process for your clients, we want to make sure that our administrative team can provide that same service to you in regards to your paperwork.

Have questions about RE/MAX ONE Escrow Division?

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