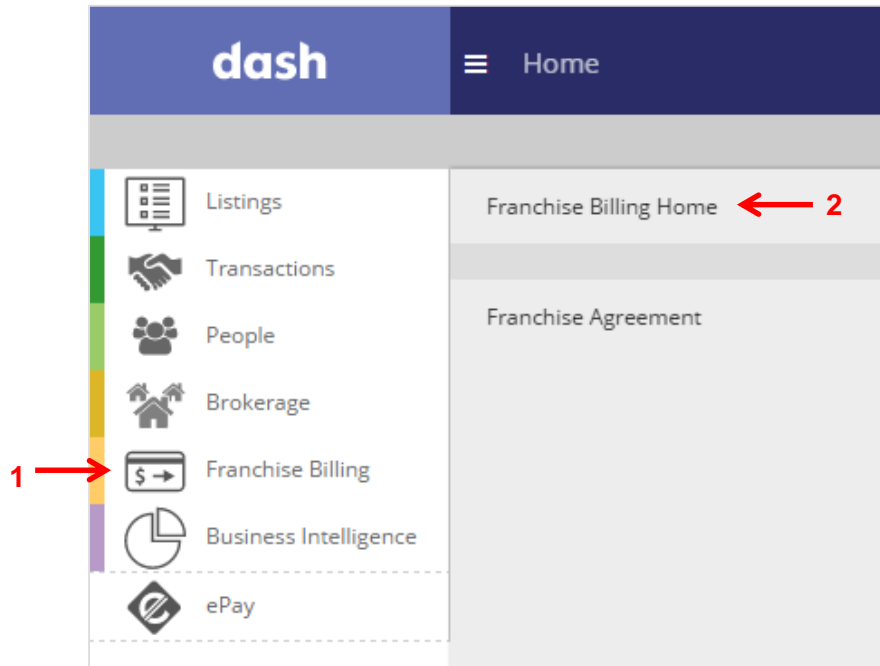


View Franchise Fees and Agreement

The Franchise Billing module is where you can view your franchise fees and how they were calculated, as well as your franchise agreement terms.

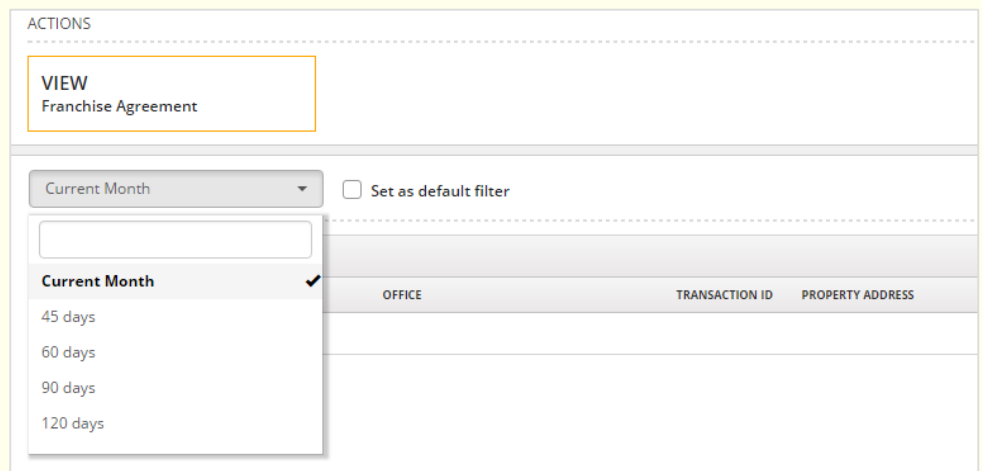
To View Franchise Fees:

1. Click **Franchise Billing** on the left navigation menu.
2. Click **Franchise Billing Home**.



The **Franchise Billing** homepage displays.

The fee table at the bottom of the screen defaults to the current month. You can select to view fees posted in the past 45, 60, 90 or 120 days from the dropdown menu.



3. Click on the fee item for which you wish to view more details.

Franchise Billing | Business Intelligence | ePay

Month end Account summary | Month end Invoice

999-999-9999

View Past Statements

ACTIONS

VIEW Franchise Agreement

90 days | Set as default filter

Export to Excel | Export to PDF

FEE AMOUNT	FEE TYPE	FEE ID	OFFICE	TRANSACTION ID	PROPERTY ADDRESS	SIDE	CREATED/UPDATED DATE
\$232.61	Royalty Fee	00000004302		00000004302	44 Cowan Ave, STAMFORD Connecticut	L	Jun 17, 2016
\$322.50	Royalty Fee	00000004404		00000004404	113 Stillwater Ave, Stamford Connecticut	L	Jun 15, 2016
\$396.90	Royalty Fee	00000004297		00000004297	26 Elliot Ln, STAMFORD Connecticut	L	Jun 20, 2016
\$85.74	Royalty Fee	00000004256		00000004256	33 Lawson Ln, 33, RIDGEFIELD Connecticut	L	Jun 10, 2016

The fee details screen displays.

4. Click the **Actions** drop down to print the information, or view the royalty adjustment history for this fee.
5. Click **X** to return to the Franchise Billing homepage.

ROYALTY FEE: TRANSACTION ID - 00000004302 5 → X

FEE AMOUNT

This fee and its calculation is for the List side of the transaction only.

OFFICE	TRANSACTION TYPE	INCOME RECEIVED DATE	SALE PRICE
	Residential Sale	Jun 10, 2016	\$315,150.00

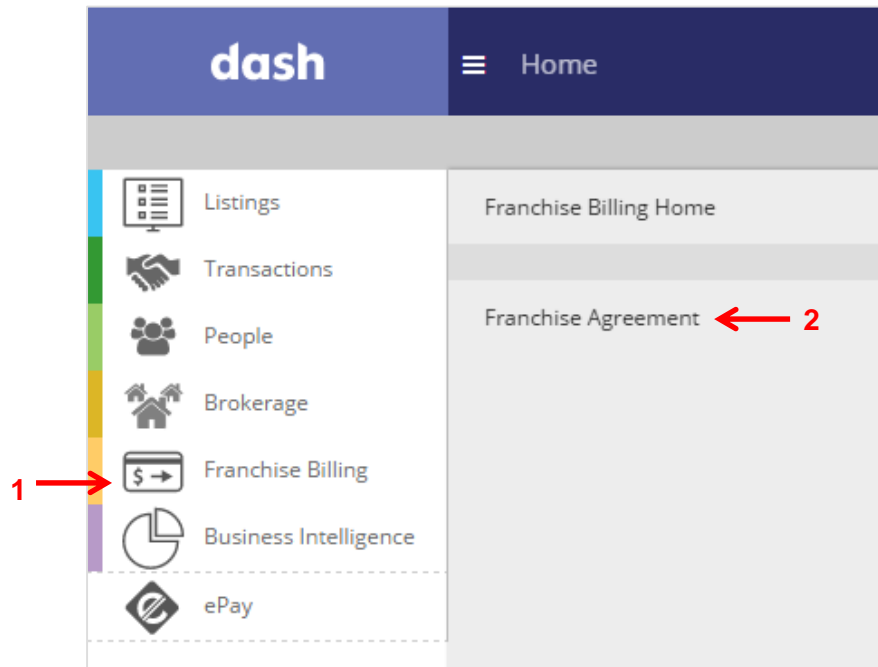
PROPERTY ADDRESS: 44 Cowan Ave. | FEE ID: 00000004302

Actions dropdown menu:

- Print
- View Royalty Adjustment History

To View Franchise Agreement:

1. Click **Franchise Billing** on the left navigation menu.
2. Click **Franchise Agreement**.



The **Franchise Agreement Summary** screen displays.

3. Click the office number for the office that you wish to view.

FRANCHISE AGREEMENT SUMMARY (BY OFFICE)			
Click on any office to see agreement details			
OFFICE	ADDRESS	DESIGNATION	STATUS
0001	112 Federal Road, Sterligd, Danbury Connecticut	Branch office	Open
0002	1057 Post Road, Darien Connecticut	Branch office	Open

The **Franchise Agreement** displays.

You can review the details of your franchise agreement for the office, such as your fee schedule, royalty and BMF fees.

FRANCHISE AGREEMENT		
0001 - 112 Federal Road, Danbury		
INITIAL COMMENCEMENT DATE Jan 5, 2005	EXPIRATION DATE Nov 24, 2024	RENEWAL DATE
RENEWAL DISCLOSURE DATE May 27, 2024	CONTRACT TYPE	
FEE SCHEDULE		
PERIOD Current Fee Schedule ▾		
Billed per transaction: % of Adjusted Gross Commission*(AGC) of all closed transactions, as below.		
ROYALTY FEE		