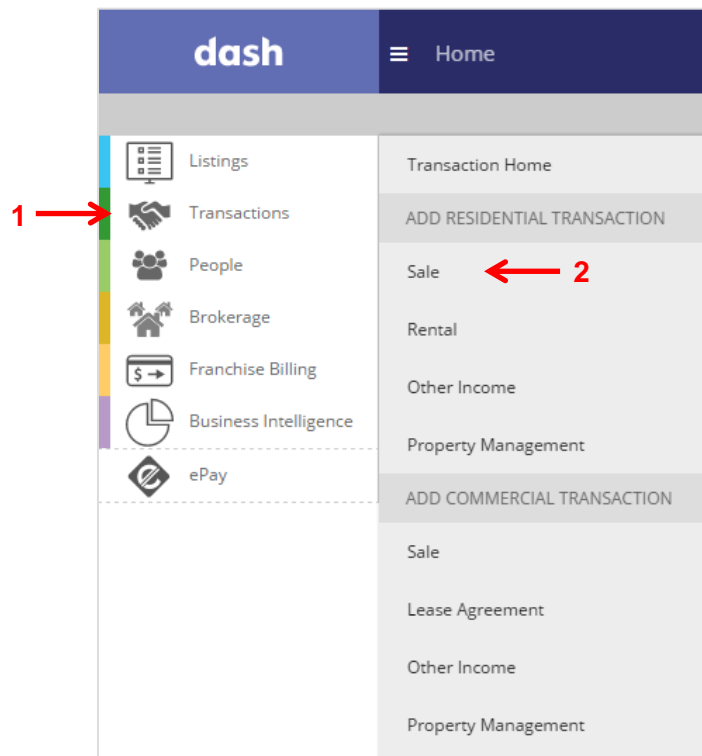


Add a Buyer Side Transaction

If you do not represent the listing side in a transaction, refer to this guide for steps on how you can add a Buyer Side transaction.

Fields marked with an asterisk (*) are mandatory.

1. Click **Transactions** on the left navigation menu.
2. Click **Sale** under Add Residential Transaction.



The **Add Residential Sale Transaction** window displays.

3. Check off **NOT in dash**.
4. Indicate that you are representing the **Buyer**.
5. Click **Go**.

The **Add a Residential Sale Transaction** screen displays.

ADD A RESIDENTIAL SALE TRANSACTION :

Property Details | Listing & Terms | Commission & Deductions | Seller | Buyer | Review

PROPERTY TYPE * Residential

PROPERTY SUB TYPE * -- SELECT --

PROPERTY STYLE -- SELECT --

PROPERTY USE -- SELECT --

PROPERTY NAME

LOCATION

COUNTRY * United States

ADDRESS LINE 1 *

ADDRESS LINE 2

CITY *

STATE/ PROVINCE * Minnesota

ZIP/POSTAL CODE *

Cancel Listing & Terms >>

Property Details Tab

- 6. Enter the Property Type, Sub-Type, Style and Location.
- 7. Click **Listing & Terms** to move on.

PROPERTY TYPE * Residential

PROPERTY SUB TYPE * Apartment

PROPERTY STYLE Colonial

PROPERTY USE Second Home

PROPERTY NAME

LOCATION

COUNTRY * United States

ADDRESS LINE 1 * 662 Kensington Avenue

ADDRESS LINE 2

CITY * Teaneck

STATE/ PROVINCE * New Jersey

ZIP/POSTAL CODE * 07666

Cancel Listing & Terms >>

Listing & Terms Tab

Property Details ✓ Listing & Terms Commission & Deductions Seller Buyer Review

LISTING SIDE BUYER SIDE

FORECLOSURE SHORT SALE NEW CONSTRUCTION **8**

OUTSIDE BROKER BRAND: Coldwell Banker

OUTSIDE BROKER*: Martin Realty

LIST SIDE GROSS COMMISSION: 0.00 USD OR % OF SALE PRICE: 0 %

MLS ID: _____

BROKER REF#: _____ **9**

BUYING OFFICE*: 0001 - 1 campus drive, Schenectady

SALE PRICE*: 580,000 USD

BUY SIDE GROSS COMMISSION: 17,400.00 USD OR % OF SALE PRICE: 3

TERMS

CONTRACT DATE*: 01/24/2018 **10**

ESTIMATED CLOSE DATE*: 02/28/2018 **10**

CLOSE DATE: mm/dd/yyyy

Internal Notes **11**

CONTINGENCIES **12**

Appraisal Financing Inspection

Lead Paint Test Mold Inspection Other

Radon Test Sale of Current Home Sewer Inspection

TOTAL % ASSIGNED 100

SALES AGENT - OUTSIDE BROKER OFFICE

FIRST NAME	LAST NAME	EMAIL
_____	_____	_____

SALES ASSOCIATES*

NAME	% OF SIDE	PRIMARY
0391 - Sundra Brooks 13	100	<input checked="" type="radio"/>

Cancel Commission & Deductions >>

8. On the Listing side located on the left, enter any known information for the Outside Broker or brokerage representing the seller.
9. On the Buyer side located on the right, enter the relevant information, such as the **Buying Office** and **Sale Price**.
10. In the Terms section, enter the **Contract Date** and **Estimated Close Date**.
Note: Do not enter the Close Date until after the transaction has closed.
11. Click on the **Internal Notes** button to enter important notes, as needed.
12. Select and check off any **Contingencies** for the transaction.
13. Add the **Sales Associate** representing the buyer.
14. Click **Commission & Deductions** to move on.

Commissions & Deductions Tab

ADJUSTED GROSS COMMISSION

TRANSACTION

TOTAL GROSS COMMISSION \$17,400.00

OUTSIDE BROKER COMMISSION \$0.00

REFERRALS **Enter Info** 0 Referrals

REPORTED REFERRALS \$0.00

ADJUSTED GROSS COMMISSION \$17,400.00

$Adjusted\ Gross\ Commission(AGC) = Gross\ Commission - Outside\ Broker\ Commission - Reported\ Referrals$

SALES ASSOCIATE AGC

BUYER SIDE

SALES ASSOCIATE %	BUYING SIDE AGC
10391 - Sundra Brooks 100%	\$17,400.00

DEDUCTIONS

SA COMMISSION COMMISSION AMOUNT

DEDUCTIONS

TYPE	DEDUCTION	SIDE	AMOUNT
--SELECT--		--SELECT--	

Cancel Seller >>

The Gross Commission carries over from what has been entered on the Listing & Terms tab.

- 15. Add any referrals by clicking **Enter Info** and entering the information on the screen. The referrals will reflect in the Adjusted Gross Commission field.
- 16. Enter the **Sales Associate Commission** (This is the amount that he/she will be paid).
- 17. Enter any additional **Deductions** that would affect company dollar but not the adjusted gross commission.
- 18. Click **Seller** to move on.

Seller Tab

Property Details ✓ Listing & Terms ✓ Commission & Deductions ✓ **Seller** Buyer Review

SELLER DETAILS

TYPE -- SELECT --

FIRST NAME -- SELECT -- Select from existing contacts

LAST NAME

ENTITY NAME

CURRENT ADDRESS

Property Address

COUNTRY -- SELECT --

ADDRESS LINE 1

ADDRESS LINE 2

CITY

STATE/ PROVINCE -- SELECT --

ZIP/POSTAL CODE

FUTURE ADDRESS

COUNTRY -- SELECT --

ADDRESS LINE 1

ADDRESS LINE 2

CITY

STATE/ PROVINCE -- SELECT --

ZIP/POSTAL CODE

OTHER DETAILS

CURRENT PHONE NUMBER

FUTURE PHONE NUMBER

EMAIL

WEBSITE

Cancel 21

19. Enter the Seller Details. If the seller was previously added to dash, you can **Select from existing contacts**.
20. Enter the Seller's **Current Address, Future Address** and **Other Details**. You can check to use the Property Address.
21. Click **Buyer** to move on.

Buyer Tab

Property Details ✓ Listing & Terms ✓ Commission & Deductions ✓ Seller ✓ **Buyer** Review

BUYER SOURCE * -- SELECT --

BUYER LEAD * Agent Office

BUYER DETAILS

TYPE * -- SELECT --

FIRST NAME -- SELECT -- Select from existing contacts

LAST NAME

ENTITY NAME

CURRENT ADDRESS

COUNTRY -- SELECT --

ADDRESS LINE 1

ADDRESS LINE 2

CITY

STATE/ PROVINCE -- SELECT --

ZIP/POSTAL CODE

FUTURE ADDRESS

Use property address

COUNTRY -- SELECT --

ADDRESS LINE 1

ADDRESS LINE 2

CITY

STATE/ PROVINCE -- SELECT --

ZIP/POSTAL CODE


OTHER DETAILS

CURRENT PHONE NUMBER

FUTURE PHONE NUMBER

EMAIL

WEBSITE

Cancel 22  Review >>

The Buyer tab is similar to the Seller tab.

Complete the information for the Buyer.

22. Click **Review** to move on.

Review Tab

The Review tab allows you to review the information entered prior to saving the transaction.

23. Edit any section by clicking the pencil.

24. Click **Finish** to save the transaction.

Note: The transaction will not be saved until you click on Finish.

A confirmation displays, letting you know that the transaction was saved successfully and assigned a Transaction ID.

Also, you will see multiple options to select any action for your next step, as needed

ADD A RESIDENTIAL SALE TRANSACTION



Transaction has been saved

662 Kensington Avenue, Teaneck, New Jersey, 07666, United States (TRANSACTION ID: T5773)

MORE ACTIONS



Print this transaction record



Add Another Residential Sale Transaction



Go to Transactions Home Page



View this Transaction