REALTY FINE HOMES

TRANSACTION QUICK REFERENCE GUIDE

This Transaction Quick Reference Guide is provided to assist you with handling your transactions here at Excel consistent with Excel Policies and Procedures.

General Reminders

➢ Company policy requires that you create your transaction files within 2 business days of a fully executed purchase and sale agreement or late paperwork fee of $200 shall apply.

➢ Company policy requires that you create your listing files in SkySlope within 2 business days of having a listing agreement signed by the seller or late paperwork fee of $200 shall apply.

➢ Agents are not authorized to issue or modify any Broker Demand on behalf of the company. Excel will automatically issue a Broker Demand based upon the information you provide on the Commission Tab in SkySlope once your file has been approved by your Broker.

Transaction Types

The following pages outline the process for each Transaction Type:

➢ Listings

➢ Sales

➢ Leases/Rentals

➢ Referrals

➢ BPOs

➢ Miscellaneous Transactions

Listing Process

Create a listing in SkySlope:

➢ You must create a listing file in SkySlope at the time of listing and upload all listing paperwork for review at the time of listing.

➢ You will later use the listing file to convert to a transaction file when you have an accepted offer on your listing.

➢ The following short video tutorial will help get you started with entering your listing file: **Learn How to Create a Listing**

Sale Transaction Process

Create a transaction in SkySlope:

➢ If your transaction is a listing sold, go into your listing file in SkySlope and click on the accepted contract button on the checklist tab. **(View Tutorial)**

➢ If you represent the buyer, create a new transaction in SkySlope. **(View Tutorial)**

➢ Select the appropriate checklist type for your transaction and upload all documentation you have to the checklist. The following tutorials may be helpful:

- **How to Upload Documents**
- **Learn How to Split and Assign**
- **Learn How to Email Documents into SkySlope**
- **Learn How to Remove Incorrect Documents from Your Checklist**

➢ Once created, please see the instructions that follow for submitting your file for review by your Broker.

➢ A Broker Demand will be sent via e-mail to the Closing Agent once you have Broker Approval on the file so please be sure you enter the contact information for your Closing Agent. The Designated Agent will include the appropriate address where the Excel check should be sent. (See list on last page.)

➢ Remember to update the file with any changes and upload any documents as you receive them during the course of the transaction.

Commission Payment Processing:

➢ Upon upload of the Settlement Statement to the checklist, the transaction file will be settled and archived in SkySlope.

Lease Transaction Process

Create your transaction in SkySlope using the same process as outlined for a sale or listing transaction with the following modifications:

➢ Be sure **Sale Type** is set to **'OTHER'**.

➢ Select the lease listing or lease sale checklist and upload all documentation you have to the checklist.

➢ Once created, please submit your file for Broker Approval as previously instructed.

➢ Complete a Lease Commission Invoice and send to party paying your commission.

➢ Remember to update the file with any changes and upload any documents as you receive them during the course of the transaction including a copy of the rental commission check.

Commission Payment Processing:

➢ Upon Broker Approval of the file and upload of the check, the file will be settled and archived in SkySlope.

➢ Payment will be initiated via Direct Deposit within 1-2 business days of receipt of the check if file is complete and approved by Broker.

Referral Process

Create your transaction in SkySlope using the same process as outlined for a sale transaction with the following modifications:

➢ Enter as much identifiable information as you can, including entering the referral fee amount in the Sale Commission Field on the Commission Tab. Do not enter the referral amount in the referral field.

➢ Be sure **Sale Type** is set to **'OTHER'**.

➢ Select the referral checklist and upload any documentation you have in regards to the referral including a copy of the referral commission check.

➢ Once created, please accept a contract on the listing referral file and please submit your file for Broker Approval as previously instructed.

➢ For faster payment processing, upload a copy of the commission check if possible before mailing to address. (See list on last page.)

Commission Payment Processing:

➢ Upon Broker Approval of the file and upload of the check, the referral file will be settled and archived in SkySlope.

➢ Payment will be initiated via Direct Deposit within 1-2 business days of receipt of the check.

Broker Price Opinion (BPOs) Process

Create your transaction in SkySlope using the same process as outlined for a sale transaction with the following modifications:

➢ When entering the Property Address please enter "– BPO" after the number and street (i.e., 123 Main Street – BPO).

➢ Enter as much identifiable information as you can, including entering the BPO fee amount in the Sale Commission Field on the Commission Tab. Do not enter the BPO amount in the referral field.

➢ Be sure **Sale Type** is set to **'OTHER'**.

➢ Select the BPO checklist and upload any documentation you have in regards to the BPO.

➢ Once created, please submit your file for Broker Approval as previously instructed.

➢ For faster payment processing, upload a copy of the BPO commission check if possible before mailing to address. (See list on last page.)

➢ Ensure the check from the BPO party is sent to the correct location.

Commission Payment Processing:

➢ Upon Broker Approval of the file and upload of the check, the BPO file will be settled and archived in SkySlope.

➢ Payment will be initiated via Direct Deposit within 1-2 business days of receipt of the check.

➢ All BPO Transactions are subject to the following fees/deductions: 25% or capped transaction fee of $795.

Miscellaneous Transaction Process

Create your transaction in SkySlope using the same process as outlined for a sale transaction with the following modifications:

➢ Enter as much identifiable information as you can, including entering the fee in the Sale Commission Field on the Commission Tab. Do not enter the fee amount in the referral field.

➢ Details of the type of miscellaneous transaction should also be provided on the Commission Tab in SkySlope.

➢ Be sure **Sale Type** is set to **'OTHER'**.

➢ Select the referral checklist and upload any documentation you have in regards to the transaction including a copy of the check.

➢ Once created, please submit your file for Broker Approval as previously instructed.

➢ For faster payment processing, upload a copy of the commission check if possible before mailing to address. (See list on last page.)

Commission Payment Processing:

➢ Upon Broker Approval of the file and upload of the check, the file will be settled and archived in SkySlope.

➢ Payment will be initiated via Direct Deposit within 1-2 business days of receipt of the check.

Excel Commission Check Address List

TEMPORARY DURING OFFICE CLOSURE DUE TO CONSTRUCTION AND PANDEMIC

Regular Mail and Closing Packages
Excel Realty & Mortgage
439 Cranleigh Court
San Ramon, CA 94583

ONCE OFFICE IS REOPENED AND NORMAL BUSINESS HOURS BACK IN EFFECT

Regular Mail and Closing Packages
Excel Realty & Mortgage
7031 Koll Center Parkway, Suite 190
Pleasanton, CA 94566