

Agent Fees

SUMMARY

Agent fees are fees paid to the brokerage from an agent's commission. Once agent fees have been set up by a master admin on the Agent Fees page, those agent fees can be applied when managing commissions on transactions.

IN THIS ARTICLE

- Manage Agent Fees
- Add Agent Fees
- Delete Agent Fees
- Apply Agent Fees on Transactions

Manage Agent Fees

Master admins can easily manage agent fees on the Agent Fees page.

To get to the Agent Fees page:

- 1 Click your name in the upper right corner then [Admin / Settings].
- 2 Select [Agent Fees] from the Financials section of the left menu.



Only master admins can view and manage agent fees.

Add Agent Fees

To add agent fees:

- 1 Go to the [Agent Fees page](#) →

- 2 For each fee, **type the fee name in the Fee Name column.**
- 3 In the Default Fee Amount column, **enter the standard amount for the fee.** The amount you enter here will be inserted for that fee when managing commissions on transactions. You can change the amount during that process for any individual transaction, if needed.



If the agent fee varies from transaction to transaction, leave the fee amount blank.

- 4 **Choose [%] or [\$]** to specify whether your default amount will be based on a percent or dollar amount.
- 5 If you selected the [%] option, select the fee percent basis in the next column to specify the value on which to calculate the percentage.
- 6 **Click [Save Settings].**

When managing commissions on transactions later, default fee amounts will auto-populate but can be updated or deleted as needed.

Delete Agent Fees

To delete agent fees:

- 1 **Go to the Agent Fees page →**

Manage Agent Fees

Agent Fees	Fee Name	Default Fee Amount	Fee % Basis
	Transaction Fee	\$100.00 %	Select % Basis
	Marketing Fee	3% %	Agent Gross
	E & O	\$ %	Select % Basis
	Unused fee	\$ %	Select % Basis
	Unused fee	\$ %	Select % Basis
	Unused fee	\$ %	Select % Basis
	Unused fee	\$ %	Select % Basis
	Unused fee	\$ %	Select % Basis
	Unused fee	\$ %	Select % Basis
	Unused fee	\$ %	Select % Basis
	Unused fee	\$ %	Select % Basis
	Unused fee	\$ %	Select % Basis
	Unused fee	\$ %	Select % Basis
	Unused fee	\$ %	Select % Basis
	Unused fee	\$ %	Select % Basis
	Unused fee	\$ %	Select % Basis
	Unused fee	\$ %	Select % Basis
	Unused fee	\$ %	Select % Basis
	Unused fee	\$ %	Select % Basis
	Unused fee	\$ %	Select % Basis

Save Settings

If you run out of spaces for fees, click Save to add more.

Add agent fees here. You will be able to apply generating CDAs. Default enter here may be changed during CDA entry.

- From the Agent Fees page, remove the Fee Name that needs to be deleted.
- Click [Save Settings].

Apply Agent Fees

Once agent fees have been set up on the Agent Fees page, each fee can be charged to agents in **Step 3: Fees & Deductions** when managing commissions on a transaction. At that point, you can use the default fee amounts or update or delete each fee amount as needed.

Gross Disbursement

Distributable commission	\$9,000.00
Elijah McCoy	
Agent's gross commission	\$7,200.00
Contribution to broker's gross	\$1,800.00
Colfee is for Closers Realty	
Broker's gross commission	\$1,800.00

Fees & Deductions

Broker's Fees & Deductions

Earnest Money Deposit (withheld at closing) \$

+ Collect Client Fee

Enter deduction for brokerage

Elijah McCoy - Fees & Deductions

Transaction Fee	\$100.00
E & O	\$
Marketing Fee	3%
Tax	\$

+ Collect Client Fee

Enter deduction for this agent

Calculate & Continue

Co-op Brokerage Commission & Special Instructions

Cooperating Brokerage

Amount \$

Company name / info



To view the percentage basis set for a fee, hover over the fee's [%] option.

Elijah McCoy – Fees & Deductions

Transaction Fee	<input type="text" value="\$100.00"/>
E & O	<input type="text" value="\$"/>
Marketing Fee	<input type="text" value="3%"/> <input type="button" value="3%"/> <input type="button" value="\$"/>
Tax	<input type="text" value="\$"/> <input type="button" value="% Basis: Agent Gross"/>

[+ Collect Client Fee](#)

[Learn how to Manage Commissions on a Transaction →](#)