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.

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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:

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:

Agen	t Fees					
						Add agent fe
		Default	Fee Amount	Fee % Basis		You will be
		\$	% \$	Select % Basis	Ψ	generating enter here r
		\$	% \$	Select % Basis	v	during CDA er
		S	% \$	Select % Basis	Ŧ	
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out spaces for	r fees, click Save to	add more.				
s						
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-	r fees, click Save to	add more.				

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 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 \rightarrow

Search address, mls, agent, seller, buyer	् 🏠 Transactions Tasks Unassigned	Unreviewed Reports R	leference			
	Manage Agent Fees					
- People	Agent Fees					Add agent fees here.
Manage Locations	Fee Name	Default Fee	Amount	Fee % Basis		You will be able to app
🎎 Manage Users	Transaction Fee	\$100.00	% \$	Select % Basis	~	generating CDAs. Defa enter here may be char
- Customize	Marketing Fee	3%	<mark>%</mark> \$	Agent Gross	Χ-	during CDA entry.
🔦 Company Settings	E&O	\$	% \$	Select % Basis	Ŧ	
Transaction Statuses	Unused fee	s	% \$	Select % Basis	Ŧ	
 Transaction Labels Document Labels 	Unused fee	\$	% \$	Select % Basis	Ψ.	
Document Names	Unused fee	s	% \$	Select % Basis	Ŧ	
😵 Lead Sources	Unused fee	s	% \$	Select % Basis	~	
- Templates	Unused fee	s	% \$	Select % Basis	Ŧ	
Business Holidays	Unused fee	s	% \$	Select % Basis	Ŧ	
 Checklists Break Apart Docs 	Unused fee	\$	% \$	Select % Basis	~	
- Financials	Unused fee	s	% \$	Select % Basis	v	
s Agent Fees	Unused fee	s	% \$	Select % Basis	Ŧ	
Dlient Fees	Unused fee	s	% \$	Select % Basis	Ŧ	
 Deductions Commission Basis 	If you run out spaces for fees, click Save to	add more.				
+ Backups	Save Settings					

2 From the Agent Fees page, **remove the Fee Name** that needs to be deleted.

3 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.

Search address, mis, agent, seller, buyer	🔍 🏠 Transactions Tasks Unassigned Unreviewed	Reports Reference	📷 Add Transaction 🖓 Help 🔅 Hollis H.
	Gross Disbursement		
	Distributable commission	\$9,000.00	
	Elijah McCoy Agent's gross commission	\$7,200.00	
Admin Info Some default	Agent's gross commission	\$7,200.00	
admin info	Contribution to broker's gross	\$1,800.00	
	Coffee is for Closers Realty		
	Broker's gross commission	\$1,800.00	
		Edit Prev Step	
	Fees & Deductions		
	Broker's Fees & Deductions		
	Earnest Money Deposit (withheld at closing)	5	
	+ Collect Client Fee		
	Enter deduction for brokerage	•	
Ż	Elijah McCoy - Fees & Deductions		
	Transaction Fee	\$100.00	
	E&O	s	
	Marketing Fee	3% % \$	
	Tax	\$	
	+ Collect Client Fee		
	Enter deduction for this agent	*	
		Calculate & Continue	
	Co-op Brokerage Commission & Special Instructions		
	Cooperating Brokerage		
	Amount S		
	Company name / Info		

Elijah McCoy - Fees & Deduct	ions	
Transaction Fee	\$100	0.00
E & O	\$	
Marketing Fee	3%	* *
Tax	\$	% Basis: Agent Gross
+ Collect Client Fee		

Learn how to Manage Commissions on a Transaction \rightarrow