


# Distribute Commission to In-house Referring Agents

## SUMMARY

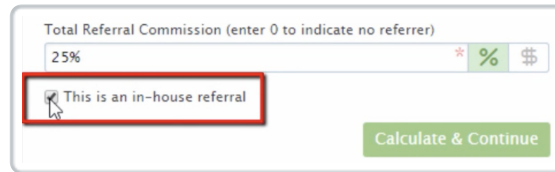
Learn how to distribute commission to an in-house referring agent.

🕒 :43

 Use this feature only for transactions where one of your agents is referring a client to another one of your agents. Learn more here: [Track Referral Commissions payable to outside brokerages](#) →

On the Sale Info section:

- 1 Fill in the Total Referral Commission field as a % or dollar amount.
- 2 Check the “This is an in-house referral” box.



Total Referral Commission (enter 0 to indicate no referrer)

25% \* % \$

This is an in-house referral

Calculate & Continue

On the Referral Commissions and Other Payables section:

- 1 Search for the in-house referring agent by typing their name.
- 2 Enter the amount of commission the referring agent should receive as a % or dollar amount.
- 3 Charge any fees and account for any deductions for the referring agent.



Referral Commissions and Other Payables

**In-House Referral**

Search for referring agent by name

Michael Angeletti \* x

Agent's share of referral commission

80% \* % \$

Transaction fee \$100.00

Transaction coordination \$

Errors & Omission \$

Miscellaneous fee \$

MLS Fee \$

Tax \$

- Enter deduction for this agent -