

UPDATE Brokerage Procedures

Commission Instructions:

1. Make sure you verify with your title company that we have moved to a direct escrow to brokerage wiring of funds for commissions.
2. Once you have received the Commission Instruction Form from Title, verify information is correct then you will need to send it as an Esign through Skyslope to Staci Lor
3. Once signed, it will return to your documents within that transaction, upload to the checklist and you will email it directly to title
4. Staci or Heather will send title the HG Wiring Instructions for the escrow

Contracts for Broker Signature and Skylope process

Before you upload your RPCs/Listings/Documents to your Skyslope Transaction Checklists, first upload to the Documents Tab of your Skyslope transaction, then set up for Esign the areas Staci needs to sign and send, I will need to review and sign off on them. Once it's signed it will be automatically return to your Documents Tab you can then split those documents into your checklist. Below is a list of the required docs for my review and initial/signatures.

Listings:

Listing Agreement - Last page > Broker's Initial and Date

HOA Addendum - Last Page > Broker's Initial and Date

Solar Addendum - Last Page > Broker's Initial and Date

Property Profile Sheet - Last Page > Broker's Signature and Date

Purchases:

Purchase Contract - Last Page > Broker's Initial and Date

Addendums/Counters - Bottom of the page > Broker's Initial and Date

HOA Addendum - Bottom of Last Page > Broker's Initial and Date

Buyer's Contingency Addendum - Last Page > Broker's Initial and Date

Domestic Well Addendum - Bottom of the page > Broker's Initial and Date

BBA - Last Page > Broker's Initial and Date

New Construction:

Purchase Contract et al - last page > Broker's Initials and date

(you put it there, no designated place but I still have to review them so I'll need to sign off on them.)

Any other forms that wasn't covered above, just look on the last page and see if there's a place for the Broker to sign/initial & date. If you have any questions