

Highgarden Phoenix Commission Processing Procedure

REV. 7/21/20

Step 1: Request a **Commission Instruction** from the title company you are working with. If they do not offer one then use the attached template & submit to Title/Escrow.

Step 2: Once you have received **Instruction** from Title/Escrow or You have created one

- Open Transaction in SkySlope
- Click Documents tab and Choose Upload
- Once Uploaded, Open Document select DigiSign
- Set up DigiSign to have Staci Gao Lor sign as Broker (SLor@Highgarden.com)
- Once she signs, it will appear back in your documents tab of SkySlope.
- Upload to your **Transaction Checklist "Commission Instructions"** in SkySlope

Step 3: Signed Commission Instructions will also be sent by SkySlope to your Email

- Email Instructions to your Title/Escrow Agent, Request they contact Staci Gao Lor for Wiring Instructions ** CC. SLor@Highgarden.com & HeatherSmith@Highgarden.com [PLEASE DO NOT CC. HEATHER AND STACI ON ANY OTHER CORRESPONDENCE]

Step 4: Once Staci has been contacted for Wiring Instructions she will send and verify account and routing with the Title/Escrow company.

Step 5: SkySlope Commission Notes

- Within your transaction go to **Commission Tab**
- Scroll down to **"Additional Commission Information"** Box
- Type details of Commission Splits (if any) & if Client or Agent pays the \$295 Doc Fee

Step 6: Week of closing

- Recommend Agent contacts Title/Escrow to verify they have wiring instructions and all is in order to be wired.

Step 7: Close of Escrow - **Have Title/Escrow email you the following**

- Recorded Deed
- Final Settlement Statement
- Confirmation of Wire Receipt

Step 8: Agent's Final Step

- Open Transaction in SkySlope and go to Checklist
- Under Office Closing Package Tab - **Upload all 3 documents**
- **Type in Comment Box**
 - Date of Wire
 - Amount of Wire (as stated on Wire Receipt)

Your File is now complete.