SkySlope 101 GUIDE

TRANSACTION MANAGEMENT

How to Create a New Transaction:

Click "Create Transaction" on the main screen. You have the option here to enter the property address or you can link the transaction to SkySlope Forms if you created a file. Follow the prompts, always clicking "Save" before clicking "Next" to move on to the next screen. When you've completed the information with an asterisk (*), you'll be shown a green "Submit" button. Enter the commission information, and click "Next". Once at the Checklist, you'll upload all necessary purchase documents marked REQUIRED. If you originally linked the transaction to a SkySlope Form file, you will find all the signed documents under the "Documents" tab. You will need to manually assign each document to the appropriate field within the "Documents" tab. These documents include: **fully executed Purchase Agreement (and any Counter Offers), copy of earnest money, Pre-Approval Letter/Proof of Funds, BLC Listing Sheet, Buyers Office Policy, and a signed Seller's Disclosure.**

How to Create a New Listing:

Click "Create Listing" on the main screen. You have the option here to enter the property address or you can link the transaction to SkySlope Forms if you created a file. Enter the listing information with an asterisk (*), then click "Next" at the bottom of the screen. Enter the seller contact information, then click "Next". Once at the Checklist, you'll upload all necessary listing documents marked REQUIRED. If you originally linked the transaction to a SkySlope Form file, you will find all the signed documents under the "Documents" tab. You will need to manually assign each document to the appropriate field within the "Documents" tab. These documents include: **fully executed Listing Contract, signed Seller's Disclosure, BLC Listing Sheet and the Sellers Office Policy.**

After you create a listing and it has sold, you'll need to start the purchase side:

In order to do this, go to the "Checklist" tab of your listing. Once all REQUIRED documents have been uploaded, you'll see an "Accepted Contract" button at the top. Click this button to start entering the sale information marked with an asterisk (*) for the listing. You **MUST choose "Listed Pended/Sold"** for the listing type on the first screen. Do NOT use "Existing Home/Resale" for a sold listing. This will give you the incorrect checklist of documents to upload.

If a Listing or Transaction Cancels:

You will need to upload the fully executed **Mutual Release** to the file in SkySlope. If we are holding the earnest money, you also need to email the fully executed **Mutual Release** to escrow@highgarden.com with instructions for returning the earnest money to the buyer or seller.

Rentals/Referrals:

For referrals, please upload the Referral Fee Agreement to the transaction file in SkySlope. Rental properties are not entered into SkySlope. Both rentals and referrals also need to be submitted through the Agent Locker. The URL is: http://www.highgardenforms.com/referral-rental-commission-form.php .

SkySlope Support is a FANTASTIC resource and we encourage you to use it often. Click on the person icon at the top right of the screen and choose Live Chat. They can fix almost anything!