



Commercial Division

Policies and Commissions

The services CR Real Estate Commercial Division offers are:

- **Industrial Sales**
- **Office Sales**
- **Retail Sales**
- **Multi-Family Sales**
- **Hospitality Sales**
- **Tenant Representation**
- **Leasing/Landlord Representation**
- **Business Sales (not involving real estate sale)**

Agents will work collectively with the Commercial Division management staff on each deal until they progress through the transactions gaining experience from the sales. CR Commercial Agents will advance their commission earnings as they complete transactions in each of the above categories.

Commercial transaction split structure (sales are still subject to the normal CR Real Estate commission structures – ie. 5% brokerage fee, tax, transaction fees, 35% referral fee on company generated leads, and company/agent split structure for agents, etc.) is explained below based on the “Agent Portion” of the total gross commission. “Agent Portion” of the commission is defined by the remaining commission after all CR Real Estate costs have already been deducted:

- **1st deal in a given category - Agent pays 50% of “Agent Portion” of the commission**

Management to provide the following assistance on the transaction:

1. Search for inventory and provide comparative analysis for Buyers and Tenants / List property and provide valuation for Sellers and Landlords
2. Do a phone conference or in person consultation with the client to set expectations of the process

3. Show property with Agent for the 1st few showings if needed
4. Provide Agent with representation agreements
5. Handle all communication with the other Agent (when applicable)
6. Provide Letter of Intent (LOI) or Listing Paperwork
7. Facilitate all communication with attorneys for contract writing and closing
8. Facilitate all due diligence relationships and execution

Agent to be responsible for the following activities:

1. Acquire the lead
2. Arrange showings for Buyers and Tenants or show our Listings
3. Handle the majority of communication with our Clients
4. Handle all courier duties relating to paperwork, lockboxes, signs, etc
5. Perform all other clerical tasks assigned by manager

- **2nd deal in a given category - Agent pays 25% of “Agent Portion” of the commission**

Management to provide the following assistance on the transaction:

1. Search for inventory and provide comparative analysis for Buyers and Tenants / List property and provide valuation for Sellers and Landlords
2. Handle all communication with the other Agent (when applicable)
3. Provide Letter of Intent (LOI) or Listing Paperwork
4. Facilitate all communication with attorneys for contract writing and closing
5. Provide consultation as needed.

Agent to be responsible for the following activities:

1. Acquire the lead
2. Do a phone conference or in person consultation with the client to set expectations of the process
3. Arrange showings for Buyers and Tenants or show our Listings
4. Conduct showings with Clients
5. Handle Representation Agreements
6. Handle the majority of communication with our Clients
7. Handle all courier duties relating to paperwork, lockboxes, signs, etc
8. Handle due diligence items
9. Perform all other clerical tasks assigned by manager

- **3rd deal (+) in a given category - Agent pays 10% of “Agent Portion” of the commission**

Management to provide the following assistance on the transaction:

1. Search for inventory and provide comparative analysis for Buyers and Tenants / List property and provide valuation for Sellers and Landlords

2. Provide consultation as needed.

Agent to be responsible for the following activities:

1. Acquire the lead
2. Do a phone conference or in person consultation with the client to set expectations of the process
3. Arrange showings for Buyers and Tenants or show our Listings
4. Conduct showings with Clients
5. Handle Representation Agreements
6. Handle the majority of communication with our Clients
7. Handle all communication with the other Agent (when applicable)
8. Handle all courier duties relating to paperwork, lockboxes, signs, etc
9. Provide Letter of Intent (LOI) or Listing Paperwork
10. Facilitate all communication with attorneys for contract writing and closing
11. Handle due diligence items

Commercial Agents who have completed 3 deals in a category shall have a management review to determine an Agents readiness for full autonomy in that category. In order to qualify, an Agent must purchase their own Co-Star (commercial MLS) account and maintain that account in good standing (Co-Star costs approximately \$400/month).

For all commercial listings, Agents will pay a maximum of 25% of the “Agent Portion” of the commission if they do **NOT** have a Co-Star account. All listings will go in the name of Commercial Division management for Co-Star and REIN (if applicable) if the Agent does not have a Co-Star account. If the Agent brings in the Client, however, the transaction will count towards the Agent’s company volume in BrokerMint.

If an Agent does not have their own Co-Star account, that Agent will need to depend on management for searching for inventory for commercial Buyers and Tenants. Therefore, an Agent will earn a maximum of 90% of “Agent Portion” of the commission if they do not have a Co-Star account.

Agents can elect for a Commercial Division manager to perform the duties in the 2nd transaction tier regardless of their experience and would pay 25% of “Agent Portion” of the commission on that transaction, assuming they have completed at least 1 other transaction in that category in the past.

Agents can also choose to refer their personal sphere Clients to the Commercial Division for a 35% referral fee on a successfully closed transaction.