

**This Transaction Quick Reference Guide is provided to assist you with handling your transactions at CanZell Realty.**

## General Reminders:

- Company policy requires that you create your transaction within 2 business days of a fully executed purchase agreement. If not submitted, late fees may apply as outlined in the policy and procedures manual.
- Company policy requires that you create your listing file in SkySlope within 2 business days of a signed listing agreement by a seller.
- If your state requires you to keep record of unaccepted offers, you must upload unaccepted offers in SkySlope under rejected offers.
- If you are licensed in more than one state, please make sure you select the correct office for the state in which your transaction is located in.
- Agents are not allowed to modify their Commission Disbursement Agreements (CDA). CanZell Realty will create and issue the CDA. If any changes are needed, you will need to request that through the accounting department.

## Transaction Types:

The following pages will outline the process for each transaction type:

- Listings
- Sales
- Leases/Rentals
- Outgoing Referrals
- BPOs

## Listing Process:

- **Create a listing in SkySlope:**
  - You must create a listing file in SkySlope at the time of listing and upload all listing paperwork for review at the time of listing.
  - Once this file goes under contract, you will use this listing file to convert to a transaction file.

- The following video will help you get stated when creating your listing file: [How to Create a Listing in SkySlope](#)
- **Minimum Company Dollar:**
  - The minimum company dollar amount on any non-capped listings will be \$500 to the company. The agent will also be responsible for the \$100 Broker Review Fee. Properties where a 3% listing side commission would result in a 20% company dollar of less than \$500 will be charged at a normal 20% company split plus \$100 broker review fee.
  - For non-capped Rental/Referral/BPO files of any amount the company charges 20%.

## Sale Transaction Process:

- **Create a transaction in SkySlope:**
  - If your transaction is a Listing going under contract, go into your listing file in SkySlope and click on the Accepted Contract button on the Checklist Tab. For a full tutorial: [Click Here](#)
  - If you are representing the buyer, create a New Transaction in SkySlope. For a full tutorial: [Click Here](#)
  - Select the appropriate checklist for the type of transaction you are doing and the correct office based on the state the transaction is being done in. Check out the following tutorials for detailed steps and training:
    - [How to Upload Documents](#)
    - [How to Split Documents and Assign Them](#)
    - [How to Email Documents into SkySlope](#)
    - [How to Remove Documents from the Checklist](#)
  - Remember to update the file with any changes and upload any documents as you receive them during the course of the transaction.
- **Commission Payment Processing**
  - Once you have uploaded the Settlement Statement in SkySlope, go to CanZell Portal and click on the Transaction's Button on the left

hand side and then click on Process Commission. Fill out the form for the transaction you have closed by answering the questions. We will process the commission form and send you a copy of your approved commission.

- Once we have received the wire or the commission for deposited, we will process your direct deposit and more banks allow for next day payment.
- If your state allows you to be paid at the table, we will send your closing attorney an approved CDA so your commission can be paid at closing. NOTE: Please make sure to give at least 24 hours notice before a closing so a CDA can be created and approved prior to closing.

## Lease/Rental Transaction Process:

- **Create your transaction in SkySlope using the same process as outlined for a sale transaction with the following changes:**
  - Make sure the **Sale Type** is set to “**OTHER**” and select the appropriate Lease/Rental Checklist for your state.
  - Once completed, fill out your commission form, just as you would for a closed transaction.
  - Remember to update the file with any changes and upload any documents as you receive them during the course of the transaction.

## Commission Payment Processing:

- Once the checklists have been completed, the file will be closed out and archived in SkySlope.
- Once the commission form has been received and the funds have been deposited, we will initiate Direct Deposit and it should show up in your account in 1-2 business days.
  - NOTE: we recommend funds to be wired if being sent to corporate for processing. This ensures you are paid quickly.

## Referral Process:

- **Create the transaction in SkySlope just as you would a sales transaction, but include the following changes:**
  - Enter as much info as you can, including the referral fee amount as the Sales Price and Sales Commission field on the Commissions Tab. Do not enter the referral amount in the referral field.
  - The sales type should be set to “OTHER”.
  - Select the Referral Checklist and upload any documentation you have regarding the referral.
  - Be sure to include a copy of the referral agreement.

## Broker Price Opinions (BPOs) Process:

- **Create the transaction in SkySlope just as you would a sales transaction, but include the following changes:**
  - When entering the property address, please enter “BPO” after the number and the street. For example: 123 B Street - BPO
  - Enter as much info as you can, including the BPO fee as the Sales Price and Sales Commission field on the Commissions Tab. Do not enter the BPO in the referral field.
  - The sales type should be set to “OTHER”.
  - Select the Referral Checklist and upload any documentation you have regarding the referral.
  - Be sure to include a copy of the referral agreement.