



ACCOUNTING RULES

Rules & Resources
SkySlope/Listings & Closings
Referrals & Commission
Trust Money & Fails
Billing/Late/ Transaction Fees (page 7& 8)

RULES

1. Agents will follow all MLS listing and TAR contract guidelines & procedures.
2. On all listings and all closings, time is of the essence on binding contracts, earnest money receipt, making listings active, closing listings, earnest money releases, etc. TREC allows no leniency in these matters not being handled timely and it could jeopardize your license.
3. Any fines incurred by the brokerage due to agent negligence will be billed to that agent thru zone.
4. All commissions on sales, purchases, referrals rentals, leases, everything must pay to the brokerage and the office will pay the agent. The agent can never be paid directly for anything requiring a real estate license.
5. All listings will be uploaded to SkySlope by the agent for approval to the accounting office **within 48 hours of a signed listing agreement.**
6. All closings/contracts will be uploaded to SkySlope by the agent for approval to the accounting office **within 48 hours of the binding agreement date.**
7. All documents MUST be signed and dated.
8. All Purchase & Sale Agreements to include both agents contact information and license numbers.
9. Agent will delete/archive any unsigned or trash documents in SkySlope.
10. All documents/forms require current year forms. No exceptions.
11. Please do not email documents to the office. File them in your SkySlope.
12. Any questions on rules or regulations, please contact TREC, TAR, your ASSOCIATION, REALTRACS or your Broker.

TREC	T: 615.741.2241	www.tn.gov/commerce/section/commerce-contact-us
TRANSACTION DESK	T: 615.321.1477	https://pr.transactiondesk.com/support
DOTLOOP	T: 888.368.5667	https://support.dotloop.com/hc/en-us
REALTRACS	T: 615.385.0777	realtracs.atlassian.net/wiki/display/HP/RealTracs+Staff
SKYSLOPE	T: 916.560.1815	Support@SkySlope.com
GNAR	T: 615.254.1353	www.gnar.org
WCAR	T: 615.771.6845	www.wcartn.org
MTAR	T: 615.893.2242	www.mtar.org
Midtown Title	T: 615.921.8684	rruth@midtowntitletn.com
CMG Financial	T: 615.873.0507	ONETeam@CMGfi.com

NASHVILLE BROKER	T: 615.300.8393	E: Monte@RealtyOneMusicCity.com
NASHVILLE OFFICE	T: 615.925.0204	E: Office@ROGNashville.com
NASHVILLE COMM	T: 615.840.0847	E: Operations@ROGNashville.com
FRANKLIN BROKER	T: 615.513.2344	E: Jason@RealtyOneMusicCity.com
FRANKLIN OFFICE	T: 615.636.8244	E: Office@RealtyOneMusicCity.com
FRANKLIN COMM	T: 615.878.5137	E: Operations@RealtyOneMusicCity.com
Dir Of Busn Devel	T: 305.521.8874	E: Chrissy@RealtyOneMusicCity.com
DIR OF OPERATIONS	T: 419-551-8012	E: Director@RealtyOneMusicCity.com
TRANS/ONBOARDING	T: 419.551-8012	E: Director@RealtyOneMusicCity.com

SKYSLOPE

All listing and contract files are due in SkySlope within 48 hours of getting documents signed. NO exceptions. Files not received prior to the closing date are subject to a \$400 late file fee.

IMPORTANT DETAILS:

1. Please utilize the Zone App for quick skyslope access to make easy file adjustments to your files when needed. See your onboarding email for more details.
2. If you have the seller, create the transaction from the listing. Do not create a 2nd file.
3. If you have the buyer, create a NEW transaction.
4. If your client is paying the transaction fee, add it to the commission and input the \$ total as the commission due.
5. Use the comments space on the commission tab & the checklist to communicate important details on your file to the office including TC contact details (if applicable).
6. If your closing is an OPCITY lead, the title form, referral agreement & W9 is required in your skyslope file along with a copy of your closing confirmation email confirming payment received.
7. If you are on a split with a Mentor/Another Agent/ROGMC, please input the split detail at the bottom of the commission tab in skyslope. All Mentee files must be approved by the Mentor.
8. If your commission is paying out a referral to an outside agent, other 3rd party referral or OPCITY, please send the referral agreement to your title company for it to be paid out at closing.
9. If you use a commission advance company, please send the signed agreement to your title company for it to be paid out at closing. Advances are subject to an advance fee.
10. Review & update your skyslope file prior to closing to prevent delays in paying out commissions (price, closing date, commission amount/split, signed & dated docs applied to the checklist)
11. Any unresolved old failed contracts or aged earnest money releases will result in future commission being held up for payment and will be included in the Audit email notifications.
12. After closing, check your skyslope file for COMMISSION RECEIVED status and your ARCHIVED file for check copies. If we got the check and closed your file, SkySlope will tell you.
13. You can view all closings in your zone profile transactions tab. Click the button to the right of each transaction to view the details and deductions.
14. You can run reports of your YTD, prior year or ALL closings
15. You can view check copies as in your skyslope ARCHIVED files in the checklist under settlement statements & checks
16. Any outstanding invoices and/or late fees remaining will be deducted from future closing commissions. Absolutely NO exceptions.

LISTINGS

1. All ACTIVE listing files will be submitted for approval thru SkySlope.
2. Send the contract worksheet to title & lender with your contract to reduce questions & errors.
3. All docs will be on current year approved TAR form.

4. All Listing docs will be filed/saved in an individual SkySlope checklist
5. Please ensure all your documents are signed and dated.
6. Please remove any unsigned or trash documents. Only file signed/dated documents.
7. Please do not email any documents to the office. File them in your Skyslope.
8. All price changes, extensions, listing releases and/or realtract status change form when applicable need to be on a Listing TAR forms and signed and dated by the seller(s).
9. On a withdrawn listing, email Chrissy@RealtyOneMusicCity.com. You don't need to send the signed document. No withdrawal will be done without a signed release from your seller filed in your skyslope. NO exceptions. Anything received before 4:30 pm will be withdrawn that day. Anything after 4:30 pm it will be withdrawn the next business day.
10. To close a listing, input the below details required by RealTracs/MLS into MLS. The closing date MUST match the date on the settlement statement/HUD.

MLS#: 1795275
Binding Agreement: 4/2/2017
Closing Date: 5/17/17
Sales Price: 390000
Type of Financing: conv
Seller Concessions: none
Seller Saving: 11700
Listing Agent: Joe Dirt
Selling Agent: Harry Potter

CONTRACTS

1. All contracts will be submitted for approval thru Skyslope as soon as it's UNDER CONTRACT.
2. Contract worksheets are recommended for title/lender for ALL contract packages.
3. Send the worksheet to title & lender with your contract to reduce questions & errors.
4. All docs will be on current year TAR forms.
5. All contract docs will be filed/saved in an individual Skyslope checklist.
6. Please ensure all your documents are signed and dated.
7. Please remove any unsigned or trash documents.
8. Late earnest/trust money will require a signed extension. No exceptions.
9. All delayed closings require a signed closing date amendment before you pass the original closing date.
10. PLEASE check your Settlement Statement/HUD prior to closing to ensure commission %/\$ is correct and that the termite, transaction fee, referral & home warranty are reflected.
11. We recommend all additional docs (inspections, termite letters, receipts, home warranties etc.) will be filed/saved in every skyslope transaction.
12. Please do not email any documents to the office. File them in your Skyslope
13. All filed documents must be received for approval the day BEFORE closing.

14. Any missing documentation will result in a Skyslope return for agent file review and resubmission for approval creating commission delays.
15. The checklist in your skyslope file will indicate the document you need to review.

REFERRALS

1. All referrals are treated as a normal contract/closing and require a Skyslope file.
2. All referrals are subject to any team commission splits & transaction fees.
3. Create SkySlope files like all normal contracts and select the referral checklist. See the referral guide in Skyslope working documents.
4. Please do not email documents to the office. File them in your SkySlope.
5. For outgoing referrals, a company W9 can be located in skyslope working docs or DotLoop agent docs.
6. Completed and signed referral agreements, completed contract worksheets and a W9 are required for file approval.
7. If your commission is paying out a referral to an outside agent, other 3rd party referral or OPCITY, [please send the referral agreement to your title company for it to be paid out at closing.](#)
8. Please see the company roster for the following when completing your referral agreement:
 - a. ROGMC tax id #
 - b. Broker code
 - c. Brokerage license number
 - d. Brokerage address

CLOSINGS/COMMISSIONS

1. If no check is received by the title company or builder, no commission can be paid out.
2. If your file is not complete, you will receive an email outlining what is needed. That check will go to the bottom of the pending commissions and will be reviewed the next business day.
3. A commission/transaction fee check and an executed settlement statement or HUD are required from the title company to close a file and pay commissions.
4. All commissions are handled in the order in which they are received.
5. Checks received on normal business days Monday thru Friday (excluding holidays) on APPROVED SkySlope files before 2.00 pm will be processed within 24-48 hours. We do not guarantee next day deposit and cannot control banks, ADP and other entities involved in the process.
6. Checks received WITHOUT contracts or skyslope files being submitted for commission approval will be processed 2-4 business days after final loop submission and approval. These files are also subject to a late file fee and delayed payments on future closings. NO exceptions.
7. Please note, large commission checks (\$20K+) may require up to 5 days to clear a bank. We have NO control over bank daily deposit & payout limit policy and cannot pay a commission without the check clearing our bank.

8. All commissions will be direct deposit into agent's bank account.
9. All commission direct deposit check copies will be filed in the agents ARCHIVED SkySlope file.
10. If you want to know if a check is received or commission paid, check your skyslope file.
11. If a check copy is in the archived file, the ROGMC direct deposit process has been completed. Please allow time for your bank to complete the process on their end.
12. No live checks can be processed in lieu of direct deposit.
13. Please do not email documents to the office for filing. File them in your SkySlope.
14. Please do not call the office about commission deposits. You will be directed to check your skyslope & email for details.

ESCROW DEPOSITS/FAILS/RELEASES

1. Realty One Group does not hold earnest/trust money. Make sure all earnest/trust money check are delivered by your client to the title company in the time frame stated in the contract. TREC allows no leniency in this matter.
2. Late earnest/trust money will require a signed extension. No exceptions.
3. For failed contracts, it is your responsibility to secure the signed earnest/trust money check release from the other agent immediately. If they do not respond, call their broker.
4. Earnest money releases are to be signed and filed in Skyslope immediately.
5. Please do not email documents to the office for filing. File them in your Skyslope.

Monthly Billing/Invoicing/Closings/Fees

BILLING/INVOICING

1. You can view your invoicing in your zone profile billing tab. Click the button to the right of each invoice to view a description of the charges.
2. You can print/save invoices
3. Recruiting credits will be applied after the recruit's 1st closing & foundation classes completed (if mentee) as 2 free months office fees and will be notated in your profile Programs tab. Please email Chrissy@RealtyOneMusicCity.com if you require assistance.
4. You can change your credit card billing to a new/updated card by using the blue +. Once you add a new card, you can make the new card the primary billing item, then you'll be able to delete the old one.
5. If your new credit card won't load for any reason, please email the help desk for assistance at helpdesk@realtyonegroup.com and they will load it for you.
6. All office fee & other technology or leads team billing is due for payment on the 1st day of the month. Any delinquent unpaid charges are subject to late fee's if not received by the 5th day of

the month. NO exceptions. If your \$150 office fee is unpaid a 2nd time in a calendar year, it will be required that the remainder of the year's office fees be invoices and the total will be deducted from your next paid closing. You will also not be eligible for the \$300 recruit credit for the remainder of that year.

7. Below fees amend your current contract as of 01/01/2023.

BILLING/INVOICING/FEEES

- a. Unpaid \$150 monthly office fee = \$150 late fee will be invoiced
- b. Unpaid \$250 ECOMM leads invoice = \$150 late fee will be invoiced
- c. Unpaid \$25 DotLoop invoice = \$25 late fee will be invoiced
- d. Unpaid \$45 BackAtYou invoice = \$40 late fee will be invoiced
- e. Unpaid RealTracs dues billed to broker = \$200 per week late fee will be invoiced
- f. Unpaid Association dues = \$100 late fee will be invoiced
- g. Unpaid E&O insurance = \$250 late fee will be invoiced & system suspension
- h. Unpaid late fees= \$25 per month per fee if they remain unpaid
- i. Late files not received prior to closing date= \$400 late fee will be deducted from your commission
- j. **If after 30 days no file is received, the agent will forfeit 10% of their commission and an additional 10% for each additional month the file is delinquent. NO Exceptions.**
- k. \$250 Commission Advance fee is deducted upon commission pay out
- l. Late file closing fee= \$250 fee if you fail to respond to emails to close/pay a commission within in 1 week
- m. Expired licenses= \$250 per week late fee will be invoiced
- n. If the office or broker need to handle transactions or listings due to your expired license, a 30% referral fee will be deducted from your commission in addition to the late fees.
- o. Monthly Audit fine= \$250 per month if files remain incomplete
If file is not corrected within 10 days of audit email notification.
- p. Fines & Penalties= Any fines to the brokerage due to an agents negligence will be billed to the agents zONE account (TREC, Realtracs, Senti, Associations, TAR, commission advances, OPTity etc.)

*******Late fees are billed for each month you remain delinquent*******

***** 2 late office fees will result in the remaining years office fee deduction from your next closing*****

*******All outstanding fees will be deducted from any future commissions*******

*******All monthly invoice & late fees are non-refundable. NO exceptions. *******

All voluntary program technology/leads team invoicing requires a minimum 3-month commitment

*******A 30-day written notice is required to cancel out of any voluntary program*******

Transaction Fees

Residential & Commercial Transaction Fees

Every transaction requires a Skyslope file and is subject to a transaction fee.

Purchase Price	Transaction Fee
\$1 - \$499,999	\$595
\$500,000 - \$999,999	\$895
\$1,000,000 +	x .0015 of purchase price

Referral/Rental/Lease*	Transaction Fee
\$1 - \$5,000	10% not to exceed \$495
\$5,001 - \$15,000	10% not to exceed \$595
\$15,001 - \$30,000	\$695
\$30,001 - \$45,000	\$795
\$45,001 - \$60,000	\$895
\$60,001 - \$90,000	\$995
\$90,001 - \$100,000	\$1000
\$100,000 +	\$1500

Residential Transaction Fee CAP

Once an agent reaches \$20,000 in transaction fees paid to the company (12 closing minimum), the remainder of the 12 month period from your hire date you are exempt from paying transaction fees. Meaning, you can continue to collect transaction fees and that will become additional income to you. Any closing with prior year close of escrow date does not count toward current year CAP even though it may be paid out in the current year.

There is no CAP on Commercial property closings.

*If any rental/referral/lease results in multiple commission checks over an extended period, the fee will be based on each individual check and will be split into multiple SkySlope transactions with a \$0 purchase price. Each check must close in the month it was received.

*BPO's are to be paid to the brokerage not the agent

*Property Management is allowed on your own personal property. Any client wanting property Management services can contact Blake Johnson at our Property Management Division "Hawthorne Carter" at 615.809.1269 blakej@hawthornecarter.com