When you have a new transaction, please provide the following fully executed documents to the Transaction Coordinator via Brokermint:

- ☐ Consumer notice
- ☐ Standard Agreement of Sale
- ☐ Pre-Approval Letter or Proof of Funds
- ☐ Copy of Deposit Check
- ☐ Deposit Money Notice (Buyers only - not required for dual brokerage transactions or sellers)
- ☐ Seller's Disclosure (if applicable- none for New Construction, Vacant Land, Multi-Units Over 5 Units, or Commercial Sales; Estate Sales should have a blank SPD signed by all parties)
- ☐ Lead Based Paint Disclosure (if applicable)
- ☐ PAR Estimated Closing Costs (Upload an updated ECC anytime the price changes)
- ☐ Buyer's Agency Contract (if applicable)
- ☐ Rebate or Referral Documents (if applicable)
- ☐ **Sellers Only:** Update the status from Active to Pending Still Showing or Pending in the MLS within 72 hours of signed Agreement of Sale

Update Brokermint throughout the Transaction when you have:

- ☐ Reply to Inspection
- ☐ Change in Terms/Addendum to Agreement of Sale
- ☐ Mortgage Commitment
- ☐ Copy of Transmittal (when representing a buyer)
- ☐ Transmittal Preparation for Sellers**: Submit transmittal information to Brokermint at least 72 hours in advance of needing the transmittal sent**
    - ☐ **1. Update your transaction contacts with the following information:**
        - ☐ Buyer(s): Include Phone Number and/or Email
        - ☐ Buyer's Attorney (Name, Phone Number, and Email)
        - ☐ Seller's Attorney (Name, Phone Number, and Email)
        - ☐ Loan Officer (Name, Phone Number, and Email), if applicable
    - ☐ **2. Use the fillable transmittal preparation form found on the Bulletin page to start the transmittal;** it will pull any contacts over that you already entered, and you will be able to add in any additional notes needed
    - ☐ **3. Submit for review to your Transaction Coordinator** - they will add in any necessary transaction information and send to all parties once complete
- ☐ Closing Date and Time - comment the confirmed closing date and time on the Brokermint task!
- ☐ Make sure you are signed up to receive your commission payment via ACH
    - ☐ Found under Billing - Bank Accounts; to reduce error, connect your account via Plaid. Savings Accounts do not typically accept ACH - speak with your bank before connecting a Savings Account

At Closing:

- ☐ Coordinate with the attorney if your commission check will be mailed, or if you will pick it up and let the Transaction Coordinator know.
- ☐ Bring the Settlement Statement/HUD/Closing Disclosure and commission check, if applicable, to the front desk immediately after your closing to be processed. Closings can take time, depending on the amount of closings ahead of yours - bring yours as early in the day as possible! Not every closing will be completed before the end of day.

Commission Payment Expectations:

- ★ **If closing is Monday - Thursday prior to 4:00** and all required documents are in brokermint and approved, the transaction coordinator will process the closing and notify you that your payment has been processed and will arrive in your account the next business day.
- ★ **If closing is after 4:00** it is possible that the Transaction Coordinator will not be able to close your transaction until the following day or before 5:00pm. This means that your payment will arrive in your account 2 business days after the closing.
- ★ **If the closing is on Friday** and the Transaction Coordinator is able to close out the file before 5:00pm, payment will arrive on Monday.
- ★ **Missing or inaccurate documentation** can delay the closing of your transaction to please connect with the transaction coordinator at transactions@agrestiadmin.com if you have questions on what is needed to close your file. Reviewing the tasks and documents in red will give you a list of what items are still missing.
- ★ **PLEASE NOTE:** Bank Holidays will affect when your payment posts to your account so if you have questions on time frames please reach out to the transaction team transactions@agrestiadmin.com