

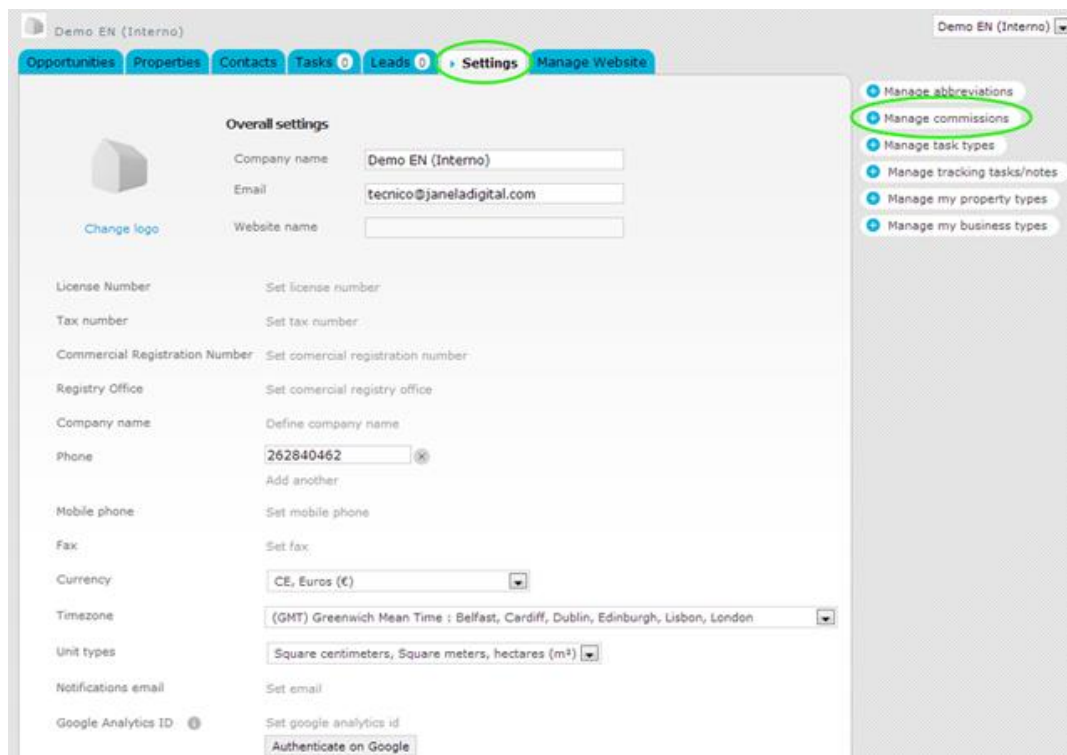
How to Manage Commissions

eGO allows you to define commissions according to each business deal using 3 different methods, as well as select and parameterize the internevors in the deal.

1st Method – From the system’s Overall “Settings”

1. Define in the system’s overall “**Settings**”, the default commissions according to each business deal. (in the footer of the application).

To define the commissions just click on “**Manage Commissions**” on the right hand side;



2. The following page is displayed;

Manage commissions

These commission values will appear, by default, in the subtab "More Details -> Commissions", when adding properties. There are 3 types of commissions: office commission, brokers commissions and salesmen commissions. For each type of commission, the values are applied to 2 types of business deals: Sale and Rent. Each commission contains a fixed amount and a percentage. Finally, note that the percentages of the broker and salesmen commissions focus on the office commission.

Office commission Sale % To rent % Add rule

Brokers commissions Sale % To rent % Add rule

Salesmen commissions Sale % To rent % Add rule

Other commissions Add rule

Save changes Cancel

GO Real Estate

Here you are presented with **3 types of commissions**:

Office Commission - the commission that the agency has contracted with the owner of the property, and is calculated from the total transaction amount;

Broker Commission - the commission of the agent/broker who listed the property and is calculated from the office commission;

Salesmen Commission - the commission of the person who closed the business deal and is calculated from the office commission;

Other Commissions - the commissions of third parties that are also involved in the business deal. (eg informant).

(Note: interveners must have a contact record created in the system).

If you want to set the overall rule, simply define an amount, fixed - \$ or percentage -% depending on the business deal: for sale and / or rent.

If you want to be more specific when defining the commissions, then click "**Add rule**":

- Location;
- Business Deal;
- Price Interval;
- Commission amount;
- Fixed amount (\$) or percentage (%).

Manage commissions

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Office commission Sale % To rent % [Add rule](#)

Choose property... Add location Choose business d. Price From to Price to Commission %

Brokers commissions Sale % To rent % [Add rule](#)

Choose property... Add location Choose business d. Price From to Price to Real Estate Agent Commission %

Salesmen commissions Sale % To rent % [Add rule](#)

Choose property... Add location Choose business d. Price From to Price to Salesman Commission %

Other commissions [Add rule](#)

Choose a role Choose property... Add location Choose business d. Price From to Price to Contact Commission %

[Save changes](#) [Cancel](#)

eGO Real Estate

3. After setting the commissions, click "**Save Changes**";

2nd Method – During the editing of a property record

4. If the commission amounts for a specific property differ from those configured in the system settings, you can define these specific commissions in the edition of a property record.

These specific commissions will override the default ones set in the system settings (1st method)

To do so, click the “**Properties**” tab. Select a property and then edit this property;

The screenshot shows a web application interface for editing a property record. The top navigation bar includes tabs for Opportunities, Properties (highlighted), Contacts, Tasks (0), Leads (0), More, and Manage Website. The main content area is titled 'Edit property' and contains the following fields:

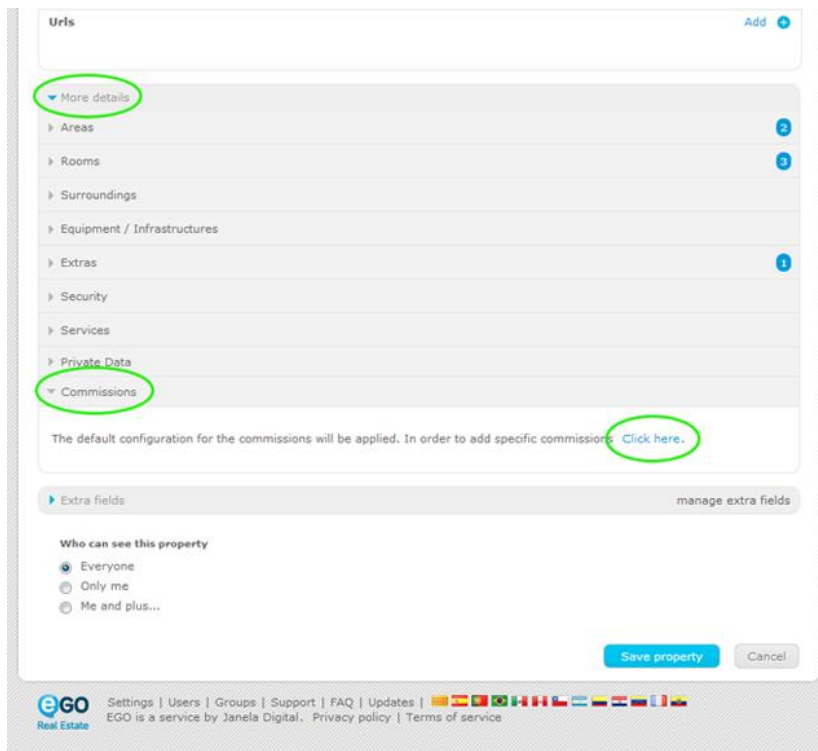
- Reference: CAS_ES_3
- Property type: Townhouse
- Availability: Available
- Status: New

Below these fields is a 'Contacts' section with the following entries:

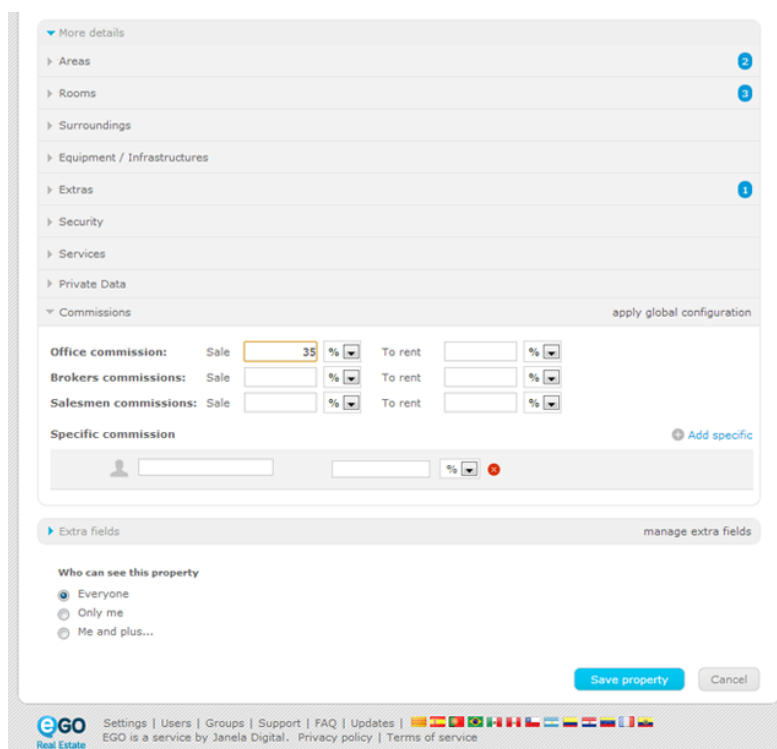
- Owner: Fred Connolly (with a 'Select someone else' link)
- Broker: Sofia Custodio (with a 'Select someone else' link)
- Salesman: Max Santos (with a 'Select someone else' link)
- Informer: (empty field)

At the bottom of the contacts section is an 'Add another' button. On the right side of the interface, there is a 'Exports to sites' section with a checkbox for 'Site 1' (Subscribed on 139 Properties selected) and a 'No' option.

5. Scroll down until the “More Details” section. Click “Commissions” and then “Click here”;



6. The following information will be displayed. This rule will be specific, only for the property you are editing;



3rd Method – From the Opportunities

7. Whenever an opportunity is marked as "Won", you will automatically be requested to define the commission.

If you want to keep the commissions defined in the system settings or in the editing of the property, simply click on the X.

If you want to define an amount, then fill in the fields with the correct information;

The screenshot shows a modal window titled "State of the opportunity" with a close button (X) in the top right corner. The status is "Defined as: Won". Below this, there is a card for "House, CAS_06" with a small image, location "Barcelona, Barcelona, Barcelona", "Availability: Available", and "For sale: €1,250,000". The "Price" field is set to "1,250,000" and the currency is "CE, Euros (€)". A checkbox for "Commissions distribution" is checked. The "Contract number:" field is empty. The "Date of execution:" field is set to "13/01/2014". The "Office commission:" field is empty with a percentage dropdown menu. A green oval highlights the "Contract number:", "Date of execution:", and "Office commission:" fields. At the bottom right, there are "Save" and "Cancel" buttons.

Note: These specifics/rules will override the default ones set in the system settings (1st method + 2nd method).

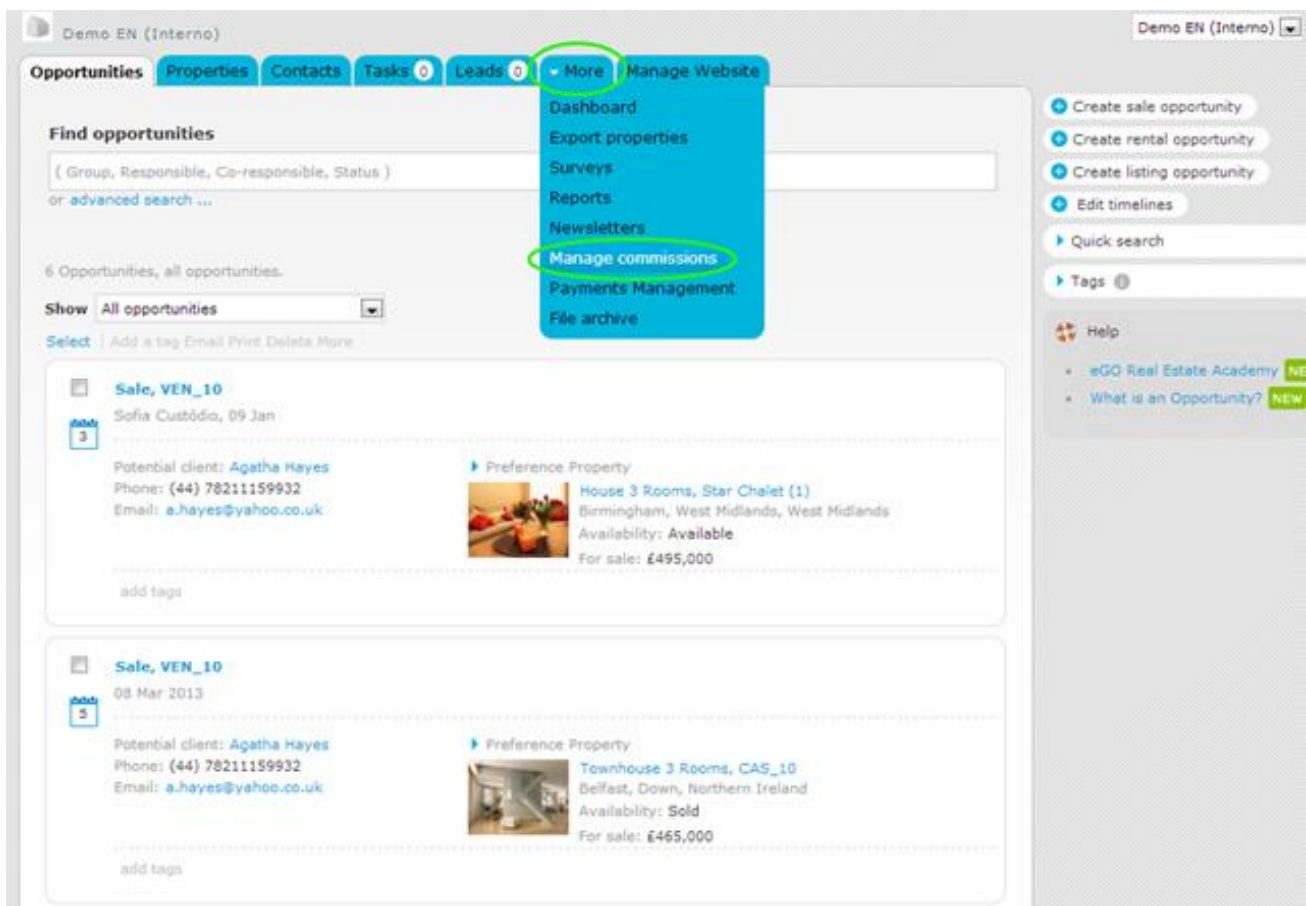
Whenever a rule is set, it has priority over the default rule.

Important: several rules may exist simultaneously

Eg: If we set the rule for Apartments in London with a 4% commission when the default rule indicates that Apartments have a 5% commission. This means that only a 4% commission will be awarded if it is an apartment in London. If we also specify that Apartments in London for more than 500 thousand dollars with a 3% commission, then this means that for this specific situation a 3% commission is awarded but for other Apartments in London a 4% commission is awarded and for the other Apartments not in London a 5% commission awarded.

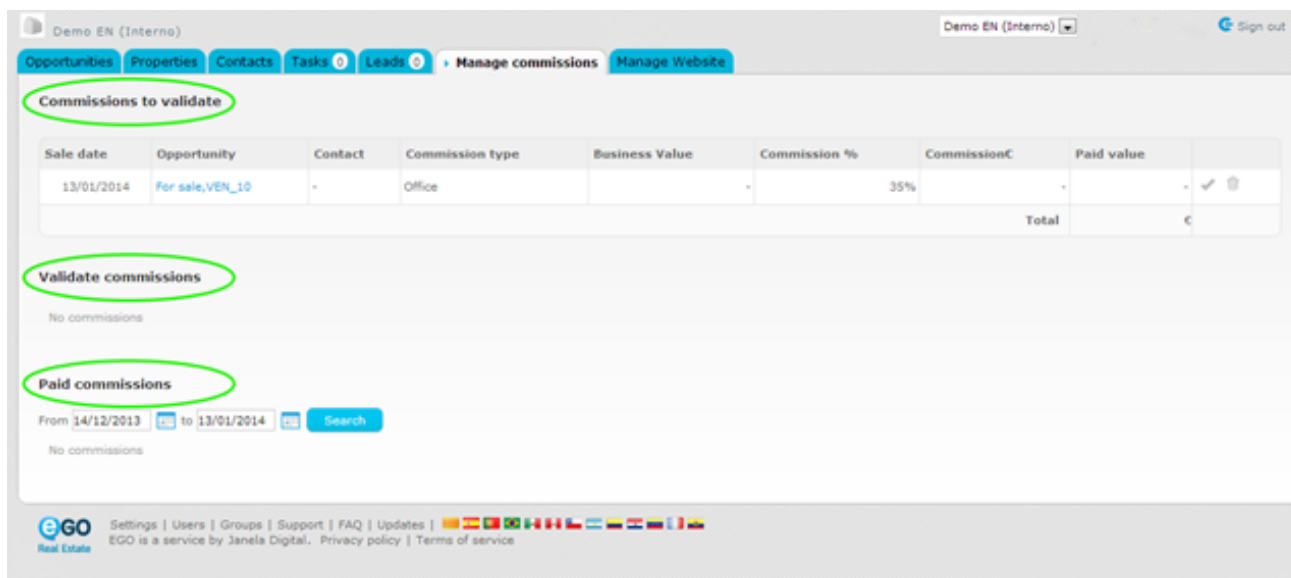
Manage Commissions – Monitoring

8. To monitor the commissions, access the “**More**” tab and then click “**Manage Commissions**”;



The screenshot displays a CRM interface for 'Demo EN (Interno)'. The top navigation bar includes tabs for 'Opportunities', 'Properties', 'Contacts', 'Tasks', 'Leads', 'More', and 'Manage Website'. The 'More' tab is selected and expanded, showing a dropdown menu with options: 'Dashboard', 'Export properties', 'Surveys', 'Reports', 'Newsletters', 'Manage commissions', 'Payments Management', and 'File archive'. The 'Manage commissions' option is highlighted with a red circle. Below the navigation bar, there is a search section for 'Find opportunities' and a list of opportunities. The first opportunity is 'Sale, VEN_10' with a potential client 'Agatha Hayes' and a property 'House 3 Rooms, Star Chalet (1)'. The second opportunity is 'Sale, VEN_10' with a potential client 'Agatha Hayes' and a property 'Townhouse 3 Rooms, CAS_10'.

9. Here you are presented with an overview of all commissions: not validated, validated and paid. This allows the application manager to monitor closely all commissions awarded.



Commissions to validate – list of commissions that are awaiting validation from the person responsible. These commissions refer to all transactions completed and marked as won opportunities. Details included in this list are: sale date (when was the deal completed), opportunity (link to the opportunity), contact (person who was responsible for the transaction), commission type (who is awarded - office, broker/agent, salesman), business value (total transaction amount), commission % and/or \$ (amount of commission applied, in fixed amount or percentage), paid value (total amount awarded to the commission type). After validation, the application manager can mark as validated or delete.

Validated Commissions – commissions that have been validated from the person responsible and that are ready to be paid.

Paid commissions – list of commissions already paid. The application manager can search by date interval.

Learn more at: <http://academy.egorealestate.com>

Questions: support@egorealestate.com