

Commissions Tab

Basics: All Users

The last tab to cover in the Transaction section is the **Commissions** tab. This allows you to keep track of your commissions based on information entered in the transaction. The key fields that are required to make accurate calculations are the **Sale Price** located in the upper section of the transaction, the **Transaction type**, and the basic fields in the Commission tab itself. The example below uses a sales price of **\$130,000** and the transaction type is "**Selling Only**."

Agent Commission Split	%	95.000		Transaction Type Selling Only
Total Commission	%	6.000	\$	
List-Side Commission <i>i</i>	%	3.000	\$	3,900.00
List-Side Referral	%		\$	
Buy-Side Commission <i>i</i>	%	3.000	\$	3,900.00
Buy-Side Referral	%		\$	
E & O Insurance			\$	
Brokerage	%	5.000	\$	189.15
Franchise	%	3.000	\$	117.00
Transaction Fee	<i>i</i>	-	\$	
<input type="text" value="test"/>	<i>i</i>	-	\$	3,000.00
<input type="text" value="Description"/>	<i>i</i>	-	\$	
<input type="text" value="Description"/>	<i>i</i>	-	\$	
Closing Gift			\$	
Net Commission <i>i</i>			\$	593.85

I entered the **Agent Commission Split** of 95% so the Brokerage will get 5% automatically. Every agent is on a different split so make sure you enter this according to your brokerage agreement.

The **Total Commission** field shows the full commission percentage for both sides.

The **List-Side Commission** is used if the **Transaction Type** is "**Selling Only**" or "**Selling and Buying**." Enter the correct commission percent for the listing side as well as any Referral fee that needs to be paid out by percent or agreed amount.

Enter the **Buy-Side Commission** percent if the transaction type is "**Buying Only**" or "**Selling and Buying.**" The calculated amount of commission will show as well. Again, enter any Referrals paid out along with other expenses listed. The **Transaction fee** can be **Added** or **Subtracted** depending on your needs. Some agents are charged a transaction fee by their broker while others are able to charge the client a fee. Use this as you see fit. There are three miscellaneous fees that get charged against your commission as well as a closing gift field. The **Net Commission** is then calculated based on all known information to show the accurate amount.

To make sure the commission information is properly reported in your dashboard you need to make sure you select the correct "Contact Record" for the Seller Agent or Buyer Agent. Watch this video to make sure you are setup correctly.

IMPORTANT VIDEO: ([SEE VIDEO](#))

If you have any questions, please contact us at: support@realvolve.com

Questions?

Please direct questions and comments to support@realvolve.com.

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