

How to cancel one Buyer and add a new Buyer to a Listing

Rev 101821

1. Click the Offer & Commissions tab.

The screenshot shows the 'Offers & Commissions' tab selected. The 'Summary' section displays the following data:

Summary		Submitted
Total Commission	\$15,000.00	
Pay to Office	\$3,120.00	
Associate Royalty	\$720.00	
Company Commission	\$2,400.00	
Additional Deductions	\$0.00	
Pay to Agents	\$9,430.00	
Christy Bounds	\$6,430.00	
JEN OSTRODE	\$3,000.00	
Other Deductions	\$2,450.00	

A note is present: "Chicago TitleDenise Danberg1706 Ironpoint roadFolsom 95630+++++TC is Christy Bounds+++++ +". A red arrow points to the 'Request Termination' button.

2. Click Request Termination button.

The 'Confirm Termination' dialog box contains the following text: "By terminating this commission it will be permanently removed. Are you sure you want to terminate it?". The 'Yes' button is highlighted with a red arrow.

3. After clicking "Request Information," Click "Yes" on pop-up box to terminate the current Commission Demand.

4. The Broker Demand page will now have “Termination Requested” highlighted.

The screenshot shows the 'Offers & Commissions' tab selected, with a count of 2. The 'Summary' section displays financial details:

Category	Amount
Total Commission	\$15,000.00
Pay to Office	\$3,120.00
Associate Royalty	\$720.00
Company Commission	\$2,400.00
Additional Deductions	\$0.00
Pay to Agents	\$9,430.00
Christy Bounds	\$6,430.00
JEN OSTRODE	\$3,000.00
Other Deductions	\$2,450.00

A note is present: "Chicago TitleDenise Danberg1706 Ironpoint roadFolsom 95630+++++TC is Christy Bounds+++++ +". The status "Termination Requested" is highlighted in a red box with a red arrow pointing to it from the "Offers & Commissions" tab.

5. Click on “Offers & Commissions” tab to enter the details of the new Offer.

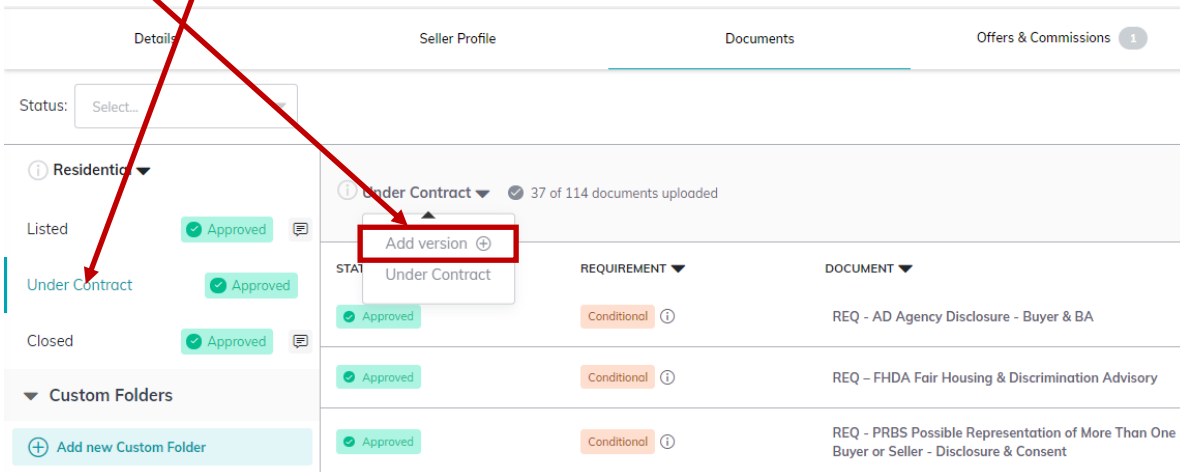
The screenshot shows the 'Offer Timeline' page with two offers listed:

Date	Buyer	Agent	Buyer Pre Approved	Buyer Pre Qualified	Commission Status	View Commission			
JUL 15, 2020	Christy Test	Christy Bounds	X	X					
\$500,000.00	\$50,000.00	\$450,000.00	\$0.00	\$0.00	08/31/20	0 days	Reviewing	Accept	Reject
JUL 16, 2020	Test	Test	X	X	Termination Requested	View Commission			
\$460,000.00	\$20,000.00	\$440,000.00	\$0.00	\$0.00	08/31/20	0 days	Accepted		

The 'Accept' button for the second offer is highlighted in a red box. A red arrow points from this button to the 'Termination Requested' status in the second offer row.

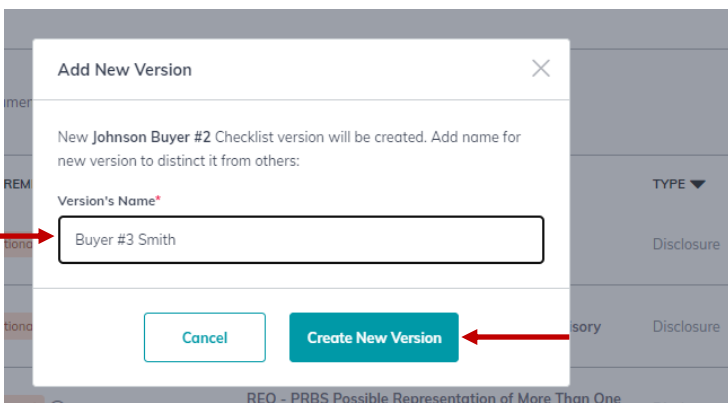
6. Enter the details of the new Offer and click “Accept” button. Enter Commission information details including any TC Fees and click Submit. Remember to put Title company information in the “Note” just above the Submit button.

7. Click “Under Contract” event and then “Under Contract” drop-down menu. Then, select Add Version to open “Add New Version” pop-up box.



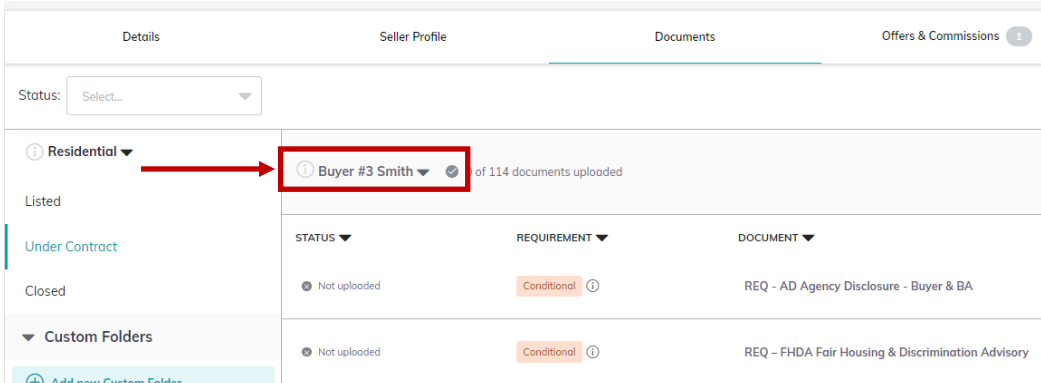
The screenshot shows the 'Under Contract' event page. The 'Add version' button is highlighted with a red box. A red arrow points from the 'Add version' button to the 'Add New Version' pop-up box in the next image.

8. In “Add New Version” pop-up box, change the Version’s Name to “Version #2” – new Buyer Name. This example shows “Buyer #3 – Smith.” Then click “Create New Version” button.



The screenshot shows the 'Add New Version' pop-up box. The text 'Buyer #3 Smith' is entered in the 'Version's Name' field and is highlighted with a red box. A red arrow points from the 'Create New Version' button to the next image.

9. The new version will now be the default where you can begin uploading documents specific to this new Buyer.



The screenshot shows the 'Buyer #3 Smith' event page. The event name 'Buyer #3 Smith' is highlighted with a red box. A red arrow points from the 'Buyer #3 Smith' text to the next image.

10. Repeat steps 7, 8 and 9 for the “Closed” event so it matches the New Buyer name and differentiates it from the previous “Closed” event.