Submit Your Listing – within 1 business day. ***Either Agent or Transaction Coordinator needs to do the following.***

- ❑ **Input to MLS within 1 business day, or as per SELM. Send SELM to Team Leader/Manager** for electronic signature. **Email** fully-signed **SELM to Board of Realtors** (within 1 business day).
- ❑ **Create Listing Opportunity in KW Command.**
  - ❑ Seller must already be a "Contact." If not, you will need to create new contact.
  - ❑ Create Opportunity – select "Listing" as type and "Seller name" from Contact drop-down list.
  - ❑ Change Opportunity name to "Property Address - Seller name – Listing."
  - ❑ Enter Property information and details of Listing.
- ❑ **Upload Listing Documents.**
  - ❑ Select Residential Checklist & upload documents to the **"Listing" event** within 1 business day.
  - ❑ Upload additional **completed** Listing documents as you receive them within 1 business day.
  - ❑ Remember to **always** click the **SUBMIT TO MC** button
- ❑ **Once you have a ratified offer**, open your Listing Opportunity in KW Command and Accept Offer.
  - ❑ Click on Offers & Commissions tab and click "Add New Offer"
  - ❑ Change the name of the Offer from "Initial Offer" to "Buyer name" Offer.
  - ❑ Enter details of the Offer [create, review & accept the Offer]
- ❑ **Commission** - Click on "Manage Commission" to submit "Commission" request.
  - ❑ Click on "Edit Agent Payment", then "Add Item" to enter TC payment or Referral fee information.
  - ❑ Click on "Add Note." Enter Title Company, Title Officer, email & Escrow # and TC fee information.
  - ❑ Remember to **always** click the "Commission **SUBMIT"** button.
- ❑ **Upload Sale Documents**
  - ❑ Click on "Documents" tab and then select "Residential" Checklist [SF and Vacant Land are also available]
  - ❑ Upload initial & additional **completed** Sale documents in the "Under Contract" event as you receive them within 1 business day. Remember to **always** click the **SUBMIT TO MC** button.

Submit Your Sale – within 1 business day. ***Either Agent or Transaction Coordinator needs to do the following.***

- ❑ **If it is your Buyer, create Buyer Opportunity in KW Command.**
  - ❑ Buyer must already be a "Contact." If not, you will need to create new contact.
  - ❑ Create Opportunity - select "Buyer" as type. Then select "Buyer name" from drop-down list.
  - ❑ Change Opportunity name to "Property Address – Buyer name – Buyer."
- ❑ **Accept Offer**
  - ❑ Click on Offers & Commissions tab and click "Add New Offer"
  - ❑ Change the name of the Offer from "Initial Offer" to "Buyer name" Offer.
  - ❑ Enter details of the Offer [create, review & accept the Offer]
- ❑ **Commission** - Click on "Manage Commission" to submit "Commission" request.
  - ❑ Click on "Edit Agent Payment", then "Add Item" to enter TC payment or Referral fee information.
  - ❑ Click on "Add Note." Enter Title Company, Title Officer, email & Escrow # and TC fee information.
  - ❑ Remember to **always** click the "**Commission SUBMIT"** button.
- ❑ **Upload Sale Documents**
  - ❑ Click on "Documents" tab and then select "Residential" Checklist [SF and Vacant Land are also available]
  - ❑ Upload initial & additional **completed** Sale documents in the "Under Contract" event as you receive them within 1 business day. Remember to **always** click the **SUBMIT TO MC** button.

If it is your Listing, go to your Listing Opportunity and follow the process above. If you are double-ending, you will need to also submit a Buyer Opportunity [2 Opportunities in all] and use the Dual Agency Placeholder for documents on the Buyer side.

Revised 10/15/22