



# Policy on Compensation Reductions and/or Credits

Please review the Keller Williams East Bay Policy below:

Guidelines:

1. The minimum acceptable compensation to Keller Williams Realty East Bay for performance of brokerage services is 2.5% of the sales price of the property at Close of Escrow, whether our brokerage is representing the buyer or seller. If the brokerage is representing both buyer and seller the minimum acceptable compensation is 5% of the sales price.
2. Any request for a deviation from this policy must be brought to the Team Leader for review.
3. If an Associate chooses to provide a credit to their client in escrow, that credit will come out of the Associate's portion of the compensation. The company dollar will be based on 2.5% of the sales price.
4. Any credits to a buyer MUST be disclosed to the lender, and any credits to either buyer or seller MUST be disclosed to escrow and shown on the HUD-1 closing statement.
5. Associates are not to advertise any potential for reduction of compensation or deviation from this company policy.

Reduction Request:

Agent Name: \_\_\_\_\_

Client Name: \_\_\_\_\_ Client Type: Buyer Seller Lease Sell/Buy  
(Circle One)

Property Address: \_\_\_\_\_ City: \_\_\_\_\_

Price: \_\_\_\_\_ Current Listing Compensation: \_\_\_\_\_ % Reduction/credit Request: \_\_\_\_\_

New Compensation: \_\_\_\_\_

Projected COE\*\*: \_\_\_\_\_

Reason for request: \_\_\_\_\_

\_\_\_\_\_

\*\*\*ANY CHANGES TO THE ABOVE TERMS MUST BE RESUBMITTED AND APPROVED BY TEAM LEADER \*\*\*

Agent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Team Leader Approval: \_\_\_\_\_ Date: \_\_\_\_\_

For MCA Use:

DA# \_\_\_\_\_