

Where to Place Buyer Brokerage Agreements

- 1) Go to Command
- 2) Create an Opportunity using the Buyer(s) name
- 3) Select the "Documents" tab
- 4) Select the "Under Contract" Folder and you will see all the "Named" Placeholders for Documents
- 5) Upload the Executed EBBA to its Placeholder within 2 business days
- 6) Do Not "Submit to MC" at this time
- 7) Once the Buyer(s) have identified a property and have a Fully Executed Purchase Contract and supporting Documents, including a Compensation Agreement uploaded to their respective Placeholders, you will need to Rename the Opportunity from the Buyer(s) name to the Property address. You are now required to "Submit to MC" for Compliance Review.

NOTE: A Compensation Agreement may be initiated by either the Listing or Buyer Agent. Best business practice would be to have the Listing Agent supply it to you so it can be reviewed with the Buyer(s) and then returned to the Listing Agent with the Buyer(s) offer to Purchase.