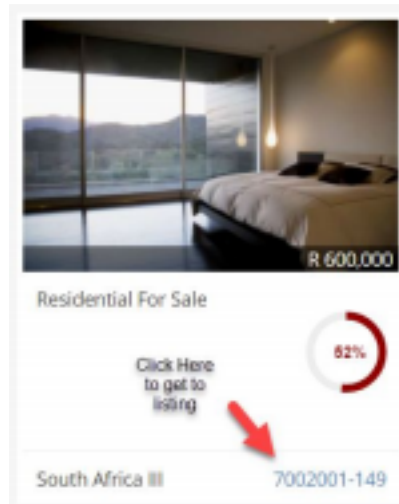


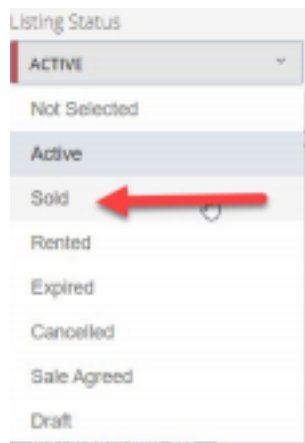
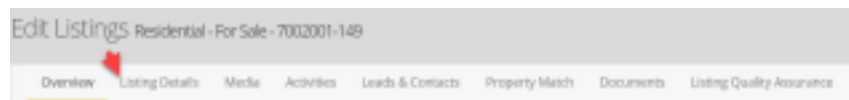
Transactions

Agent Process

1. Go to the listing that is going to be processed as 'Sold'



2. Go to listing details



Listing Status, pick 'Sold'. This will then prompt additional fields for the transaction

Listing Status	Contract Type	Original Listing Date	Expiry Date
sold	exclusive	Jan 26, 2021	Apr 26, 2021

Sold Price	Sold Date	Close Date	Possession Date
600000	Jan 1, 2021	Jan 1, 2021	

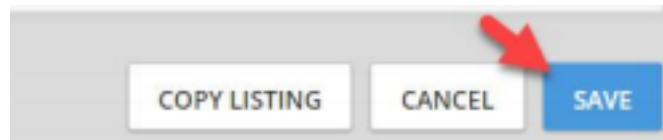
a.

Transaction

- i. Sold Price - Mandatory Field
- ii. Sold Date - Mandatory Field
- iii. Close Date - Mandatory Field
- iv. Possession Date - This is not mandatory, if the agent knows this information they can add it here


4. When transaction information is filled out, hit save and it will then go into further

transaction process




5. Next, they will confirm the **transaction details**. Sometimes this will auto-populate and sometimes it won't.

Transaction Details Listing ID: 7052001148 | TRF ID: 982



R 600,000.00
Residential - Cottage - For Sale
Cottage on Sale

 Kunal Khemo
6476547458
kunal@gmail.com

Sold Price: R 600,000.00

Sold Date: Jan 1, 2021

Close Date: Jan 1, 2021

Possession Date: []

1 Reprovider:
 Seller Both (Buyer/Seller)

6. Hit **Save & Next**, next is the **Listing Commission**.
a. This is specifically for the listing agent

Listing Commission

AGENT NAME	COMMISSION TYPE	AMOUNT	TRANSACTION %
South Africa III	TRANSACTION	R 9,000.00	1.50%
Total		R 9000.00	1.50%
Expected		R 9000.00	1.50%

b. Select **Commision Type**

COMMISSION TYPE

A screenshot of a dropdown menu titled 'COMMISSION TYPE'. The menu is open, showing four options: 'Not Selected', 'Transaction', 'Referral', and 'Other'. The 'Transaction' option is currently selected and highlighted in a light blue color. The dropdown is set against a light gray background.

c. The **Amount** should auto populate based on the commission percentage that is in the system. This can be edited but will be reviewed by the transaction coordinator in the approval process

7. Hit **Save & Next**. Next we have the **Payments**

a. Agent Name: Select who will receive the payments

i. There can be more than one agent who is receiving the payments. E.g if it is a colisting or if the payments are coming in at different times.

1. To add additional payments, agents will click ‘**Add Payment**’. This will prompt an additional line

b. Expected Amount: How much the agent is expecting to receive the payment from the buyer/seller

c. Expected Date: When the agent is expecting to receive the payment from the buyer/seller

d. Amount Received: This field can not be filled until they receive the amount, in which they hit the ‘**receive**’ button. This will be the amount they receive from the buyer/seller

e. Received Date: This field can not be filled until they receive the amount, in which they hit the ‘**receive**’ button. This will be the amount they receive from the buyer/seller

A screenshot of the 'Payments' form. The form has a header 'Payments' and an 'ADD PAYMENT' button in the top right. Below the header is a table with the following columns: AGENT NAME, EXPECTED AMOUNT, EXPECTED DATE, AMOUNT RECEIVED, and RECEIVED DATE. The first row shows 'SOUTH AFRICA 10' in the Agent Name column, '10000.00' in the Expected Amount column, 'Jan 27, 2021' in the Expected Date column, '0.00' in the Amount Received column, and an empty field in the Received Date column. Below this table is a summary table with the following rows: 'Expected Commission' with a value of 'R 1800.00', 'Total Commission' with a value of 'R 1800.00', 'Remaining Commission' with a value of 'R 0.00', and 'Outstanding Payments' with a value of 'R 1800.00'. At the bottom of the form are three buttons: 'BACK', 'CANCEL', and 'SAVE & NEXT'.

8. Hit **Save & Next**. Next is the **Selling Commission**. This information is for the agent who is assisting the buyers.

Selling Commission ADD AGENT

AGENT NAME	COMMISSION TYPE	AMOUNT	TRANSACTION %
	Total	R 0.00	0.00%
	Expected	R 1000.00	1.00%

BACK CANCEL SAVE & NEXT

- a. Add the agent who will be receiving the additional commission, click ‘Add Agent’
 i. Two options

Add Agent

EXP Agent Non-EXP Agent

Region
 EXP SOUTH AFRICA

Agent
 NOT SELECTED

CANCEL ADD

1. EXP Agent

a. **Region:** Select the eXp Agent’s region (can be any region)

b. **Agent:** It will populate the the agents in the specified region

2. Non-EXP Agent: Fill in all the necessary information or known information for the agent outside of eXp. It will fill in on Selling Commission page

Add Agent

EXP Agent Non-EXP Agent

Company
 NOT SELECTED

Name

Phone

Email

Region
 NOT SELECTED

Number Apt/Unit
 _____ _____

Street Name Address Line 2
 _____ _____

ZIP Code Floor Floor Type
 _____ _____ NOT SELECTED

Land Registry Number Land Registry Number/ Expiry Date Key Number
 _____ _____ _____

CANCEL ADD

9. Hit Save & Next. Add Buyer information

a. If the agents do not have this information. It is not a necessity. This will

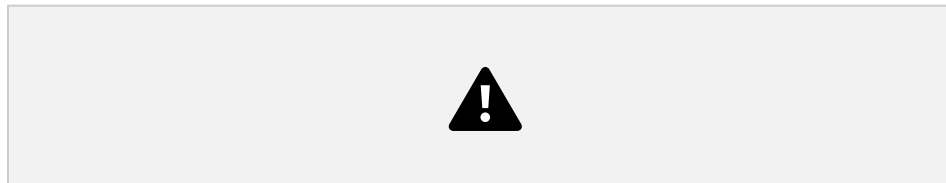
automatically add them into contacts

10. Hit Save & Next. Next is **Financing**

- a. Select banking information, enter who the mortgage broker is as well as the amount that is being financed

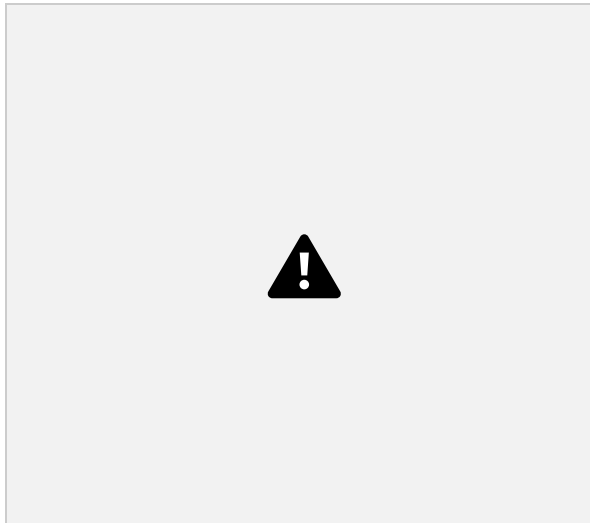
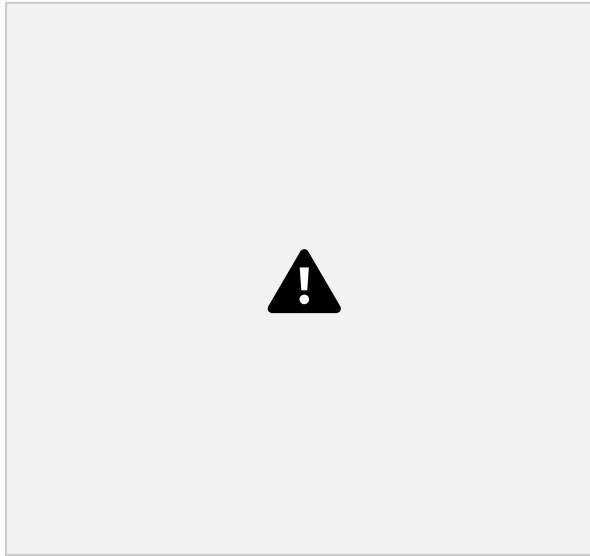
11. Hit Save & Next. Next is **Transaction Contacts**

- a. If the agents do not have this information. It is not a necessity. This will automatically add them into contacts



- b. **Add Existing:** This will someone from their contacts

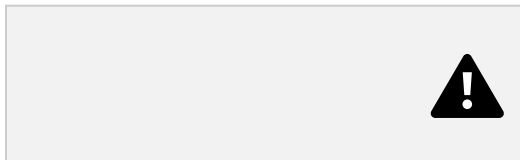
- c. **Add Contact:** Add new individuals based on their position and their assistance in the transaction process. Have added an image for all the categories that are options



12. Hit Save & Next. Next is Transaction Document

- a. Here agents will add all documents pertaining to the specific transaction **13**. Hit **Save & Next**. Next is the **Transaction Overview**. Here will be a summary of everything

that was



filled in previously.

- a. This page will include tax information
- b.** If any information is not correct, an agent can click **Edit** and go back to update



c. IMPORTANT: DO NOT CLICK 'SEND TO EXP EPIC API'. This is reserved for the transaction approval.



d. Remaining final summary of all the information

- 14.** Once the agents get to this page, it will automatically begin process in order to get approval
- 15.** Once the agent receives their payment, they can hit received for that transaction which can be found under the transaction menu option on the left and click the specific transaction