

Agent Fees

SUMMARY

Agent fees are fees paid to the brokerage from an agent's commission. Once agent fees have been set up by a master admin on the Agent Fees page, those agent fees can be applied when managing commissions on transactions.

IN THIS ARTICLE

- Manage Agent Fees
- Add Agent Fees
- Delete Agent Fees
- Apply Agent Fees on Transactions

Manage Agent Fees

Master admins can easily manage agent fees on the Agent Fees page.

To get to the Agent Fees page:

- 1 Click your name in the upper right corner then [Admin / Settings].
- 2 Select [Agent Fees] from the Financials section of the left menu.



Only master admins can view and manage agent fees.

Add Agent Fees

To add agent fees:

- 1 Go to the [Agent Fees page](#) →

- 2 For each fee, **type the fee name in the Fee Name column.**
- 3 In the Default Fee Amount column, **enter the standard amount for the fee.** The amount you enter here will be inserted for that fee when managing commissions on transactions. You can change the amount during that process for any individual transaction, if needed.



If the agent fee varies from transaction to transaction, leave the fee amount blank.

- 4 Choose [%] or [\$] to specify whether your default amount will be based on a percent or dollar amount.
- 5 If you selected the [%] option, select the fee percent basis in the next column to specify the value on which to calculate the percentage.
- 6 Click [Save Settings].

When managing commissions on transactions later, default fee amounts will auto-populate but can be updated or deleted as needed.

Delete Agent Fees

To delete agent fees:

- 1 Go to the [Agent Fees](#) page →

Search address, mlis, agent, seller, buyer

Transactions Tasks Unassigned Unreviewed Reports Reference

Manage Agent Fees

— People

- Manage Locations
- Manage Users

— Customize

- Company Settings
- Transaction Statuses
- Transaction Labels
- Document Labels
- Document Names
- Lead Sources

— Templates

- Business Holidays
- Checklists
- Break Apart Docs

— Financials

- Agent Fees**
- Client Fees
- Deductions
- Commission Basis

+ Backups

Fee Name	Default Fee Amount	Fee % Basis
Transaction Fee	\$100.00 %	Select % Basis
Marketing Fee	3% %	Agent Gross
E & O	\$ %	Select % Basis
Unused fee	\$ %	Select % Basis
Unused fee	\$ %	Select % Basis
Unused fee	\$ %	Select % Basis
Unused fee	\$ %	Select % Basis
Unused fee	\$ %	Select % Basis
Unused fee	\$ %	Select % Basis
Unused fee	\$ %	Select % Basis
Unused fee	\$ %	Select % Basis
Unused fee	\$ %	Select % Basis
Unused fee	\$ %	Select % Basis
Unused fee	\$ %	Select % Basis
Unused fee	\$ %	Select % Basis

If you run out spaces for fees, click Save to add more.

Save Settings

Add agent fees here.

You will be able to app generating CDAs. Defa enter here may be char during CDA entry.

- From the Agent Fees page, remove the Fee Name that needs to be deleted.
- Click [Save Settings].

Apply Agent Fees

Once agent fees have been set up on the Agent Fees page, each fee can be charged to agents in [Step 3: Fees & Deductions](#) when managing commissions on a transaction. At that point, you can use the default fee amounts or update or delete each fee amount as needed.

Search address, mlis, agent, seller, buyer

Transactions Tasks Unassigned Unreviewed Reports Reference

Add Transaction Help Hollis H.

Admin Info

Some default admin info...

Gross Disbursement

Distributable commission \$9,000.00

Elijah McCoy

Agent's gross commission \$7,200.00

Contribution to broker's gross \$1,800.00

Coffee is for Closers Realty

Broker's gross commission \$1,800.00

Edit Prev Step

Fees & Deductions

Broker's Fees & Deductions

Earnest Money Deposit (withheld at closing) \$

+ Collect Client Fee

Enter deduction for brokerage

Elijah McCoy - Fees & Deductions

Transaction Fee \$100.00

E & O \$

Marketing Fee 3% %

Tax \$

+ Collect Client Fee

Enter deduction for this agent

Calculate & Continue

Co-op Brokerage Commission & Special Instructions

Cooperating Brokerage

Amount \$

Company name / info



To view the percentage basis set for a fee, hover over the fee's [%] option.

 **Elijah McCoy – Fees & Deductions**

Transaction Fee	\$100.00
E & O	\$
Marketing Fee	3%  
Tax	\$
+ Collect Client Fee	
Enter deduction for this agent	

% Basis: Agent Gross

[Learn how to Manage Commissions on a Transaction →](#)