Split One Deal's Commission Between Two of Your Agents

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Two of your agents, one closing, and a split that isn't 50/50. It all happens in one step — allocate each agent's share of the gross, then give each of them their own brokerage split.

Introduction

Co-listings, partnerships, mentor arrangements, a floor agent covering a showing: plenty of deals end up with two of your own agents on the same side. The Commission Module handles all of them from a single step, and the reason it can is that it separates two decisions most people run together.

First, how the gross divides between the agents. Second, what each of them splits with the brokerage, which does not have to be the same for both. One can be on 90/10 and the other on a flat dollar figure. Set those two independently and almost any arrangement your office writes comes out correctly.

When to Use This

- Two of your agents co-listed a property and are sharing the commission.
- A mentor or team lead takes a cut of a newer agent's deals.
- Your two agents are on different splits with the brokerage and both worked the same closing.
- You entered one agent's share as a percentage and it quietly reduced the other agent's.
- You need each agent credited with their own share of the sales volume as well as the money.

1. Allocate the Gross Between the Agents

In the broker/agent disbursement step, use the option to distribute the gross between the number of agents on the side. Give each of them their share as a percentage or a dollar amount — this is the split *between the agents*, before the brokerage's cut enters the picture at all.

Manage Commissions is the one screen where you record a transaction's money, and it's what your CDA and every financial report are built from.

See Manage Commissions Workspace

2. Set Each Agent's Brokerage Split Separately

Now specify the agent/brokerage split for each agent individually. They are independent fields, so a senior agent on 90/10 and a first-year agent on a flat $1,500 to them and $500 to the office can sit on the same transaction without either figure disturbing the other.

> A worked example on a 70 / 20 / 10 arrangement — 70% to the producing agent, 20% to the brokerage, 10% to a second agent — on a gross of $15,000: allocate the shares in this step and the CDA comes out

> $10,500 to the first agent, $3,000 to the brokerage, $1,500 to the second.

3. Handle a Mentor or Team-Lead Cut

When a team lead takes a piece of a newer agent's deal, add the lead as an additional agent on the same side. Their earnings then allocate separately, and the brokerage's cut comes out of the lead's portion rather than the producing agent's.

> Enter the producing agent's share as a **dollar amount** here, not a percentage. Once the mentor's cut is taken out, what's left for the first agent no longer maps to a clean percentage of anything — and entering it as one is what silently reduces their commission below what you meant to pay.

> If you'd rather the split order didn't print on the CDA at all, take the team lead's share as a fixed-dollar deduction instead. Same money, different shape on the document.
>
> Deductions come out of the brokerage's share or an agent's share of a commission and get paid to someone else — an in-house teammate or an outside company.
>
> See Deductions

4. Allocate Volume and Units to Each Agent

The same step carries Sales Volume and Units per agent, and they don't follow the money — you set them yourself. Split the volume between the two agents rather than giving each of them the full sale price, or your company total will show a deal that never happened.

You allocate sales volume and units by hand, and they don't follow the commission dollars. That's what lets a dual-sided deal credit two sides, an assistant credit nobody, and a mentor take money without taking production.

See Give Every Agent the Production Credit They Earned