


Submit a Commission Termination Request

Mylea Smith - 2021-07-02 - Commissions

In Opportunities we have combined the Offers and Commissions tabs and now attach Commission requests to accepted offers. In this way, if a deal falls through you can submit a Commission Termination request, start receiving/submitting new offers, and submit a new Commission request when ready.

Once you submit a Commission Termination request, your Market Center compliance team will be able to confirm the termination and handle the WinMORE side of things. While that happens, you will be able to change the response of the old offer, create and accept a new offer, and submit a *new* Commission request.

To submit a Commission Termination request for an Opportunity:

1. Log in to <https://agent.kw.com> with your Keller Williams login credentials.
2. Click the **Opportunities icon**, , on the left sidebar.
3. From the Opportunities Dashboard, click on the **phase**, where your Opportunity is located, then click on the **Opportunity Title**.

Royals Realtors | All Opportunities | All Discussions

Royals Realtors | Show Comparison | Create Opportunity

Listings

Cultivate → Appointment → **Active** → Under Contract → Closed

GCI

Potential Income: \$165,860.53
 Total commission from all listing opportunities
 Probable Income: \$129,990.76
 Adjusted commission based on each stage's probability to close

Cultivate | Appointment | **Active** | Under Contract | Closed

Pre-Listing Prep (2) 60% | Open House (1) 100% | Showing (1) 85%

Open House

Listing Agreement
 Aaron Texada - Listing
 Aaron Texada
 Sep 29, 2020 | \$10,370.34
 NR AP ✓ 1/2

Listing Agreement
Paul Smith - Listing
 Paul Smith
 Sep 30, 2020 | \$9,000.00
 AP ✓ 0/0

Showing

Abdulmonem Mai - Listing
 Abdulmonem Mai
 \$7,500.00
 NR AP TE +2 ✓ 5/8

4. Once in the Opportunity, click the **Offers & Commissions** tab, at the top of the page.

Sales Pipeline / Listing (Active)

Paul Smith - Listing | 0/1 | Client Updates | Discussion

Paul Smith | 1450 Post Street 1005 San Francisco, CA 94109

Details | Seller Profile | Documents | **Offers & Commissions** | Notes | Timeline

Opportunity ID: O5000-1970134 | DA ID: -- | Lost opportunity:

General Information | Property

5. Find the offer in question and click **View Commission**.

Details | Seller Profile | Documents | **Offers & Commissions** | Notes | Timeline

Offer Timeline

DEC 15, 2020

Jimmy Sweatzer (Buyer) | Joe Cunningham (Agent)

Buyer Pre Approved | Approved
 Buyer Pre Qualified | Commission Status

View Commission

\$236,000.00	\$36,000.00	\$200,000.00	\$2,360.00	\$200.00	02/28/21	0 days	Accepted	--
Offer	Cash	Finance Amount	Earnest Amount	Option Fee	Close Date	Termination Notice	Status	DA ID

6. Under the Summary section, click **Request Termination**.

The screenshot shows the 'Offers & Commissions' page with a 'Summary' section. The 'Request Termination' button is highlighted with a red border.

General Information			
Sales Price	Commission Rate	Total Commission	Total Units
\$236,000.00	3.0%	\$7,080.00	1.0
Contract Date*	Closed Date*	DA ID	
12/31/20	02/28/21	--	

Summary	
Total Commission	\$7,080.00
Pay to Office	\$2,124.00
Associate Royalty	\$0.00
Company Commission	\$2,124.00
Additional Deductions	\$0.00
Pay to Agents	\$4,956.00
Nicole Burton	\$4,956.00

Request Termination

7. A confirmation will appear, click **Yes**.

The dialog box asks: "By terminating this commission it will be permanently removed. Are you sure you want to terminate it?"

Cancel **Yes**

The request will be sent to your Market Center's compliance team and they will need to approve, but once you send the Termination Request you will instantly be able to change the response of the old offer, create and accept a new offer, and submit a new Commission request.

- To learn how to create an offer, visit: [Create an Offer](#)
- To learn how to manage offers (including how to accept an offer), visit: [Accept, Reject, or Counter an Offer](#)

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