

Request Sale Commission on an Existing Deal

1. Begin Request Process

- Locate the deal you are requesting a commission for on the "Deals Page"
- Click **View**

DepositLink

deals transactions Welcome, Liz

Daily Update Help & Training

Request Payment for Sale Request Payment for Rental

Active Deals View Archived Deals

Search id, street address, city

	Deal Address	Seller/Landlord	Payer	
🏠 Sale	123 Main St Hartford, CT 06611		Sam Buyer	View ...
🏠 Sale	123 Main St Hartford, CT 06101		Sam Buyer	View ...
🏠 Sale	123 Main st Boston, MA 12345		Sam Buyer	View ...

- Click **Request a Payment**
- Select **Commission**

DepositLink

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123 Main St, Hartford, CT, 06611
Deal ID: 8026

Request a Payment

Earnest Money Deposit >
Request a deposit directly from a buyer or through a buyer's agent.

Commission >
Request a commission from another brokerage or a third party.

Hartford, CT, 06611

Reference Code

Seller

Closing Date

Sale Price

Payments

Earnest Money Deposit Resend Email Copy Link

Amount	Payer	Destination	Status	Deadline
\$1,000.00	Sam Buyer	Bank Account	Requested 4/4/2023 4:35 PM	4/6/2023 12:00 AM

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2. Enter Request Information

- Enter Payment Information
 - Enter the **Payment Amount**
 - **Payment Deadline** - Date by which payment must be made

- Select a Payer
- Enter the payer's information
- Enter a **memo**

3. Final Steps

- Review and confirm your selections
- If you are satisfied with your selections, click **Request Payment**

- The request has been sent by email to the intended party
- You will receive an email notification when the payment is made
- You can track this payment on the "transactions" page