

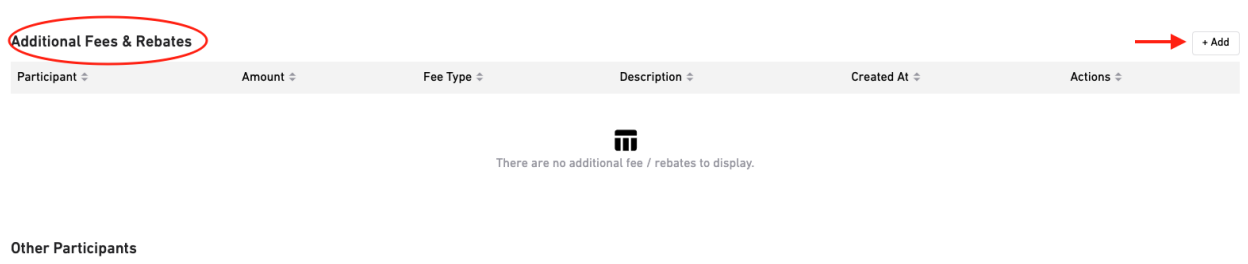
How to input fees & rebates

Some transactions have different fees, rebates, additional commissions, reimbursements, etc. These can easily be added into your transaction.

Login to your account via the phone app or online at bolt.therealbrokerage.com.

Navigate and click into the transaction you are adding on the fee or rebate to.

Scroll down until you find the Additional Fees & Rebates section and click Add.



This window will open for you to input the Fee Type, Participant, Amount and Description of the Fee or Rebate:

Add Additional Fee / Rebate
✕

7950 Pinebrook Rd, Park City, UT, 84098

Fee Type

Fee Type
←
▼

Participant

Participant
←
▼

Enter Amount *

2000
←
USD ▼

Description

Description
←

Choose your Fee Type:

Fee Type

- Additional Commission
- Reimbursement
- Rebate
- MLS
- ✓ Transaction Coordinator

Input the Participant Name (NOTE: make sure you properly input the participant name. It changes based on the fee type. For instance, if you choose Transaction Coordinator, it will ask, Who is paying this fee. It will be you (or if you have co-agent it might be them) because that TC fee will be coming out of that commission. If the type was Additional Commission, it is going to ask, Who is receiving this amount. And, again, it will be you (or if you have co-agent it might be them) to receive the additional commission.

Add Additional Fee / Rebate ×
7950 Pinebrook Rd, Park City, UT, 84098

Fee Type
Transaction Coordinator ▼

Who is paying this fee? ←
Annalisa Parlee - (Buyers Agent) ▼

Enter the amount, the description of the fee or rebate (or when it's a TC fee, the name of the TC), and click Save.

Add Additional Fee / Rebate ×
7950 Pinebrook Rd, Park City, UT, 84098

Fee Type
Transaction Coordinator ▼

Who is paying this fee?
Annalisa Parlee - (Buyers Agent) ▼

Enter Amount * ←
350 USD ▼

Transaction Coordinator Name ←
Mary Smith

Save Cancel

You will now see that the fee you input has been added to your transaction:

Additional Fees & Rebates + Add					
Participant	Amount	Fee Type	Description	Created At	Actions
AP Annalisa Parlee	USD 350.00	Transaction Coordinator	Transaction Coordinator: Mary Smith	05/21/22	Edit Delete

And that it is included in your commission breakdown, being subtracted from your Gross Commission to calculate your Net Commission:

AP Annalisa Parlee		CONTACT INFORMATION	
Buyers Agent		aparlee_67@hotmail.com +1 (206) 779-1718	
Commission Split			
Total		USD 27,040.00	
Real		USD -4,306.00	
Fees And Rebates			
- Transaction Coordinator Fee		USD -350.00	
Net Payout		USD 22,384.00	
Edit		Toggle Flags	
Delete			

If you have additional questions, please watch this [video](#).

You may also reach out to the support team if you need assistance by emailing us at supportCAD@therealbrokerage.com.