Reportable Commissions, Transactions and Volume Data

Residential

Report on a monthly basis:

- Commission/Revenue Items *at the Office and Agent levels*
- Transaction Side & Volume Items *at the Office level only (unless your region requires Agent level)*

Residential properties include:

- Single-family homes
- Condo/Townhomes
- Properties of four residential units or fewer
- Land for residential use of four units or fewer

Items	Report: Commission/ Revenue	Report: Transaction Side & Volume	Comments
Residential Sale			
Listing *OR* Selling Sales Associate	Yes	Yes	Report Gross Commission Income (GCI) to the brokerage — i.e., net of any referral fee paid to another brokerage.
• Listing *AND* Selling Sales Associate	Yes	Yes	If listing *and* selling the property, report one Listing Side transaction *and* one Selling Side transaction. Report the full volume on each side.
• Land	Yes	Yes	Report as commercial if it is for five residential units or more.
• Shared Interest Properties (Fractional ownership, timeshare, etc.)	Yes	No	Report commissions only, as these are more akin to leases.
Split/Shared Transactions			
• Split Transaction (regardless of office and team affiliation)	Yes	Yes	If splitting or sharing a transaction evenly, report half commissions, .5 transaction and half volume or the percentage the split/sharing transaction was decided upon (e.g. .5, .25, etc).
Residential Leases/Property Management			
• All residential leases/rentals, regardless of term	Yes	No	Whether listing side or selling side.
• Monthly property management fee	No	No	Fee charged for maintenance of the property, HOA, etc.; report as a residential lease if the fee is commission for brokering the lease.
Referrals & Miscellaneous Income			
• Referrals: *Accepting sales associate*, exclude referral fee received from commissions (see example below*).	Yes	Yes	*Accepting sales associate* reports transaction, and the entire volume, but excludes the referral fee from commissions.
• Referrals: *Referring sales associate*, report referral fee received (see example below*).	Yes	No	*Referring sales associate* reports *only* the commission received; they do not report a closed transaction side or volume (or any fraction).
• Transaction/Administrative Fees: Collected by the brokerage at time of closing.	No	No	
• Miscellaneous Income: Hourly or fixed-fee income for miscellaneous services.	No	No	For example, if a fee is charged for an appraisal, broker price opinion, rental tours, etc.
• Bonus	No	No	Bonus paid by brokerage to sales associate (such as for production) is not new GCI to the office and not reportable.

Broker Service Fees are applied to all Reportable Commissions/Revenue.

***Example of Referral Commissions:**

- Andrew refers a client to Lola upon agreement of referral terms.
- Lola accepts the referral and sells the client a home; she receives $5,000 in commissions.
- Lola gives $1,000 of her commissions to Andrew for the referral (referral fee).
- Lola claims $4,000 in commissions, one transaction side and the full volume of the property.
- Andrew claims $1,000 in reportable commissions as a referral fee, but does not claim a transaction side nor any volume.
- Lola and Andrew are assessed Broker Service Fees on the reported commissions (i.e. $4,000 for Lola and $1,000 for Andrew).
- Report as Residential/Commercial depending on the *transaction*. Club awards combine *all* individual commissions, regardless of the kind of transaction.

Reportable Commissions, Transactions and Volume Data

Commercial

Report on a monthly basis:

- Commission/Revenue Items *at the Office and Agent levels*
- Transaction Side & Volume Items *at the Office level only (unless your region requires Agent level)*

Commercial properties include:

- Office
- Industrial
- Retail
- Hospitality
- Business Opportunity
- Commercial Leases
- Land for use other than residential
- Land for residential use of five units or more
- Residential properties of five units or more
- Agriculture
- Special Purpose
- Commercial Consulting/Negotiation

Items	Report: Commission/ Revenue	Report: Transaction Side & Volume	Comments
Commercial Sale			
Listing OR Selling Sales Associate	Yes	Yes	Report Gross Commission Income (GCI) to the brokerage — i.e., net of any referral fee paid to another brokerage.
• Listing AND Selling Sales Associate	Yes	Yes	If listing *and* selling the property, report one Listing Side transaction *and* one Selling Side transaction. Report the full volume on each side.
• Commercial Exchange Transaction (§1031)	Yes	Yes	Report one transaction side (+ associated volume) for each side handled. If handling both sides of both transfers, report two List Transactions, two Sell Transactions and report volume equal to four Transactions.
• Land	Yes	Yes	Report as residential if it is for residential use of four units or fewer.
Split/Shared Transactions			
• Split Transaction (regardless of office and team affiliation)	Yes	Yes	If splitting or sharing a transaction evenly, report half commissions, .5 transaction and half volume or the percentage the split/sharing transaction was decided upon (e.g. .5, .25, etc).
Commercial Leases			
• All commercial leases/rentals, regardless of term	Yes	Yes	Volume is rent for the term of the lease — i.e., monthly rent x term.
• Lease renewals (if commission-generating)	Yes	Yes	Report commissions and claim a transaction side/volume if the agent is compensated on a commission basis. Do not report hourly or flat fees for the service of negotiating a renewal.
Referrals & Miscellaneous Income			
• Referrals: Accepting sales associate, exclude referral fee received from commissions (see example below*).	Yes	Yes	*Accepting sales associate* reports transaction, and the entire volume, but excludes the referral fee from commissions.
• Referrals: *Referring sales associate*, report referral fee received (see example below*).	Yes	No	*Referring sales associate* reports *only* the commission received; they do not report a closed transaction side or volume (or any fraction).
• Transaction/Administrative Fees: Collected by the brokerage at time of closing.	No	No	
• Miscellaneous Income: Hourly or fixed-fee income for miscellaneous services.	No	No	For example, negotiating a lease renewal, an appraisal, consulting, broker price opinion, etc.
• Bonus	No	No	Bonus paid by brokerage (such as for production) is not new GCI to the office and not reportable.

Broker Service Fees are applied to all Reportable Commissions/Revenue.

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