2025

Year-End Instructions

Deadline for Finalization: Wednesday, January 14, 2026

The Importance of Year-End Verification

Completing this process will ensure agents and offices receive the proper award recognition. Please download the Awards Brochure and the Owned Recognition Guide via MAXCenter® for a list of network wide and region award categories.

Important Information

➞ Any changes made to reported commission amounts will be billed accordingly during the billing period that the change was submitted.

➞ Transaction data equals:

- Gross commissions income earned (GCI).
- Listings and sales transactions.
- Listing and sales volume.

➞ Submit transaction data for any licensed affiliate who earned 2025 commissions via your reporting software (Lonewolf, eZmax, Deal Manager, Loft 47 etc.

➞ For transferred affiliates:

- Verify and provide transaction data earned in your office only.

➞ Complete the steps on the following page for each office you manage.

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2025 Verification Process

<u>Steps for Reviewing 2025 Statistics for the Year-End Verification:</u>

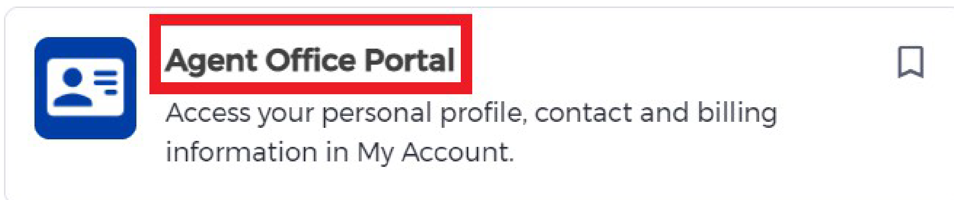
Repeat the steps below for each office you manage.

➞ Log into MAXCenter.

- www.remax.net

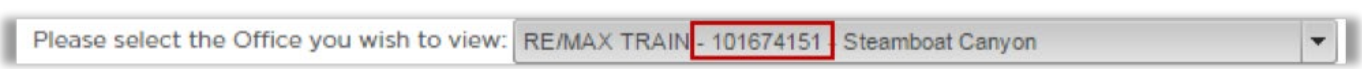
➞ Click on Agent Office Portal app.

MAXCENTER®



➞ Select Statistics on the left-hand menu under the heading, Manage My Office.

➞ Use drop down to select the office you wish to view:



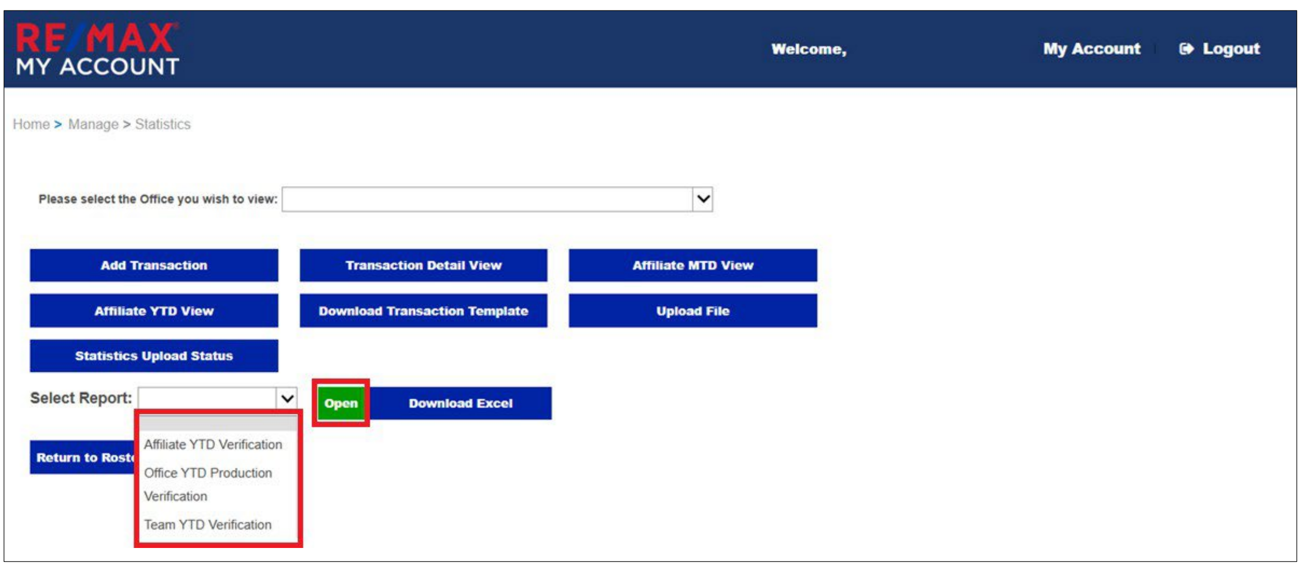
➞ Click on the Select Report drop down to choose the report to view:

- Affiliate YTD Verification
- Office YTD Production Verification
- Team YTD Verification

➞ Once report is selected, click Open to review the Year-to-Date (YTD) data.

➞ Start with Affiliate YTD Verification report.

- If numbers are correct and NO additional adjustments are needed, review Office YTD Production Verification and Team YTD Verification reports to ensure all data is accurate.
- If the data is not accurate, read the section, "Adjust Affiliate YTD Verification", on page 5, "Adjust Office YTD Production Verification", on page 6 and/or "Adjust Team YTD Verification," on page 8.
- Repeat the process for each office separately.



Adjust Affiliate YTD Verification

The Affiliate YTD Verification includes:

- ➞ Any affiliate that was active in your office during 2025 with title of owner, manager and associate.
- ➞ REMINDER: Licensed Assistants/Administrators (LAs) should not report any commissions as they assist with the team that they are affiliated with.
- ➞ The YTD totals listed include the commissions reported for your office only.

Steps for Adjusting Affiliate YTD Verification:

Repeat the steps below for each office you manage.

- ➞ If transaction adjustments are needed, submit changes via your reporting software (e.g. Lone Wolf, and ezMax etc.).
- ➞ All adjustments must be made to individual transactions.

To adjust affiliate YTD Verification via Lone Wolf:

- ➞ Make all transaction adjustments in Lone Wolf and resubmit.
  - For additional assistance on editing within Lone Wolf, please contact Lone Wolf Support directly.

REMINDER:

To resubmit any transaction to REMAX®, a change must be stored on the transaction within Lone Wolf. If no change is necessary, simply add a space in any blank field and store the transaction. Resubmission will be triggered automatically when you run the 2.M.8.4 process.

To adjust affiliate YTD Verification via ezMax:

- ➞ Make all transaction adjustments in ezMax and resubmit.
  - For additional assistance on editing within ezMax please contact ezMax Support directly.

Adjust Office YTD Production Verification

The Office YTD Production Verification includes:

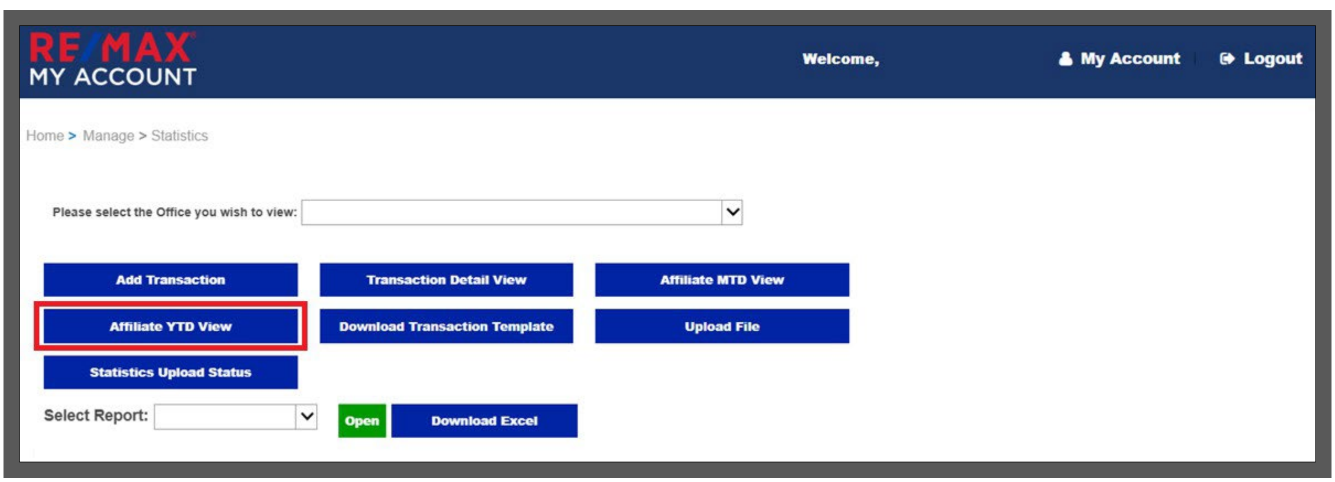
→ RES and COMM listing and selling transactions and volume totals reported in your office during 2025.

→ The totals listed include transactions reported for your office only.

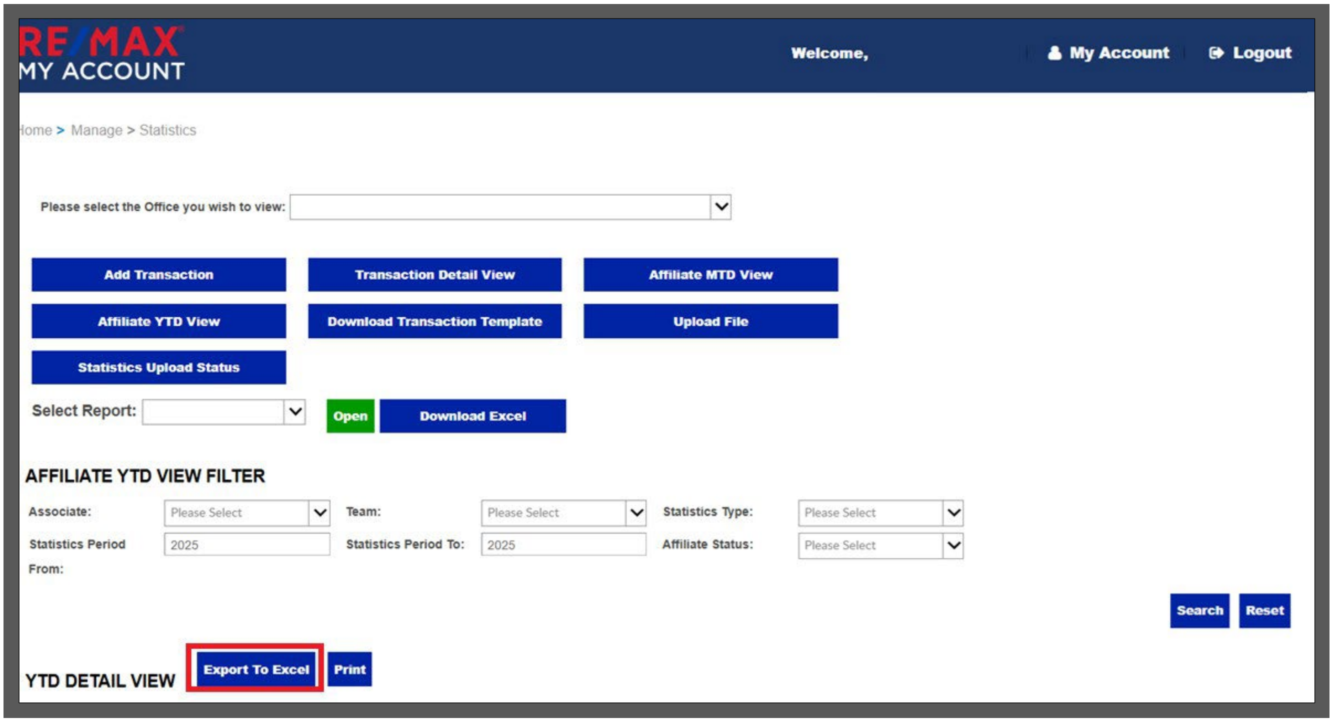
Steps for Adjusting Office YTD Production Report:

→ If your transaction side count and volume totals do not match, run the Affiliate YTD View report in the Agent Office Portal to see which agents' totals are not correct. This report can be exported to Excel.

- Select Statistics on the left-hand menu under Manage My Office.
- Click Affiliate YTD View.



→ Use Affiliate YTD View Filter to filter results, if necessary. To view all agents RES and COMM YTD numbers in one report, click Export to Excel.



- Once you determine the agent who has a discrepancy in the listing/ selling side and/or volume, make the necessary changes at the transaction level to adjust the total transaction and volume count.
- See page 5 and resubmit transaction information.
- Once the adjustments have been made, rerun the Office YTD Production Verification for final review.

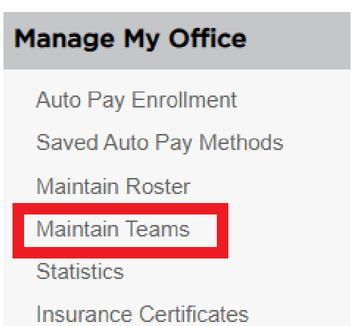
Adjust Team YTD Verification

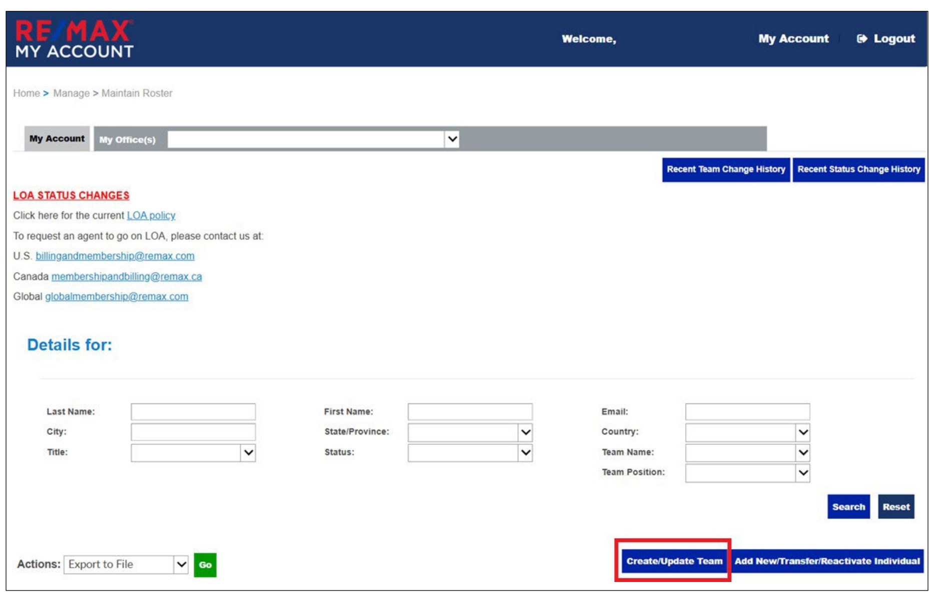
The Team YTD Verification includes:

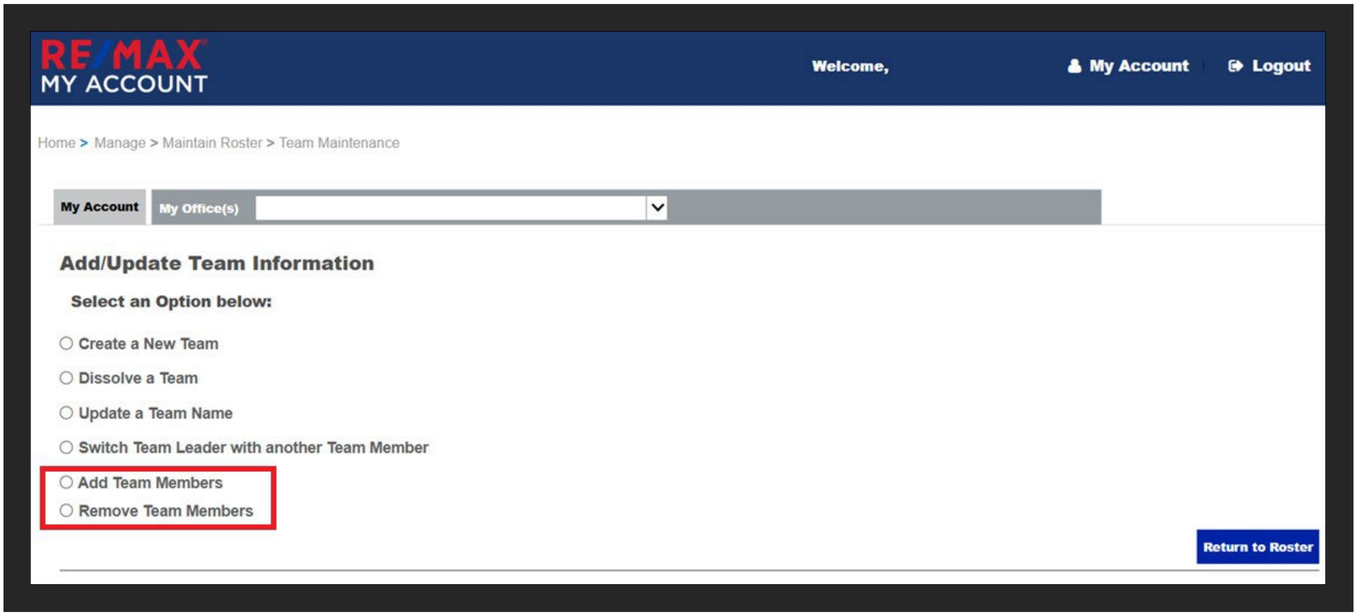
- The Team YTD Commission section of the report displays all RES and COMM commissions for the teams that are active as of 12/31/2025.
- The total will include commissions for both team leaders and team members.

Steps for managing teams in your office:

- Prior to adjusting Team YTD transactions, the team must be set up correctly in the Agent Office Portal.
  - If a third-party accounting system is used, the team must be set up to match the Agent Office Portal.
- To access Team(s), select Maintain Teams on the left-hand menu.
  - On the next page, click the blue box labeled Create/Update Team.







- Select the Add or Remove Team Members option.
- Use the Select Team drop down menu to choose the team to edit. Provide the Effective Date and use the arrow buttons to add or remove team members.
- Click Submit.

<u>Steps for adjusting the Team YTD verification:</u>

Repeat the steps below for each office you manage.

- Review the Team YTD Commission totals.

Statistics Year-End Final Verification

Team YTD Commissions

RE/MAX Test Office
395 Lakeshore Dr
Putnam Valley, NY 10579-1318

Office Id: 100429907 — 11/10/2017

Team ID	Team Name	Team Leader	Statistic Year	Statistic Type	Statistic Commission YTD
101893691	The Alexelliott Team	Elliott, Ed	2017	RES	985,000.00
101893691	The Alexelliott Team	Elliott, Ed	2017	COMM	0.00
101893691	**The Alexelliott Team**	**Elliott, Ed**	**2017**	**Total**	**985,000.00**
101892419	Team Nash	Nash, Jimmie	2017	RES	150,000.00
101892419	Team Nash	Nash, Jimmie	2017	COMM	0.00
101892419	**Team Nash**	**Nash, Jimmie**	**2017**	**Total**	**150,000.00**

- ➞ If team start date was the first of the year or prior, team totals should equal team leader YTD and team members' Individual totals earned while active on the team.
- ➞ If team start date was after first of the year, team totals should equal team leader individual total earned while active on the team and team members' Individual totals earned while active on the team.
- ➞ If the team totals are not accurate, verify that the team status for all affiliates in each office is correctly listed in the Agent Office Portal. If incorrect, see "Steps for Managing Team(s) in Your Office" on page 8.
  - For Lone Wolf and ezMax users team status must match the affiliate's team status as listed in the Agent Office Portal.
- ➞ For Lone Wolf users, any team transactions previously submitted that were not linked to the team, please resubmit the transaction with the team attached.
  - Reach out to Lone Wolf Support for further assistance when adding the team.
- ➞ For ezMax users any team transactions previously submitted that were not linked to the team, please reach out to ezMax and cc' your membership and billing contact.
- ➞ For software users using excel spreadsheet uploads any team transactions previously submitted that were not linked to the team, please reach out your membership and billing contact.

Finalizing Office YTD Statistics

<u>Once YTD adjustments are correct, follow the steps below:</u>

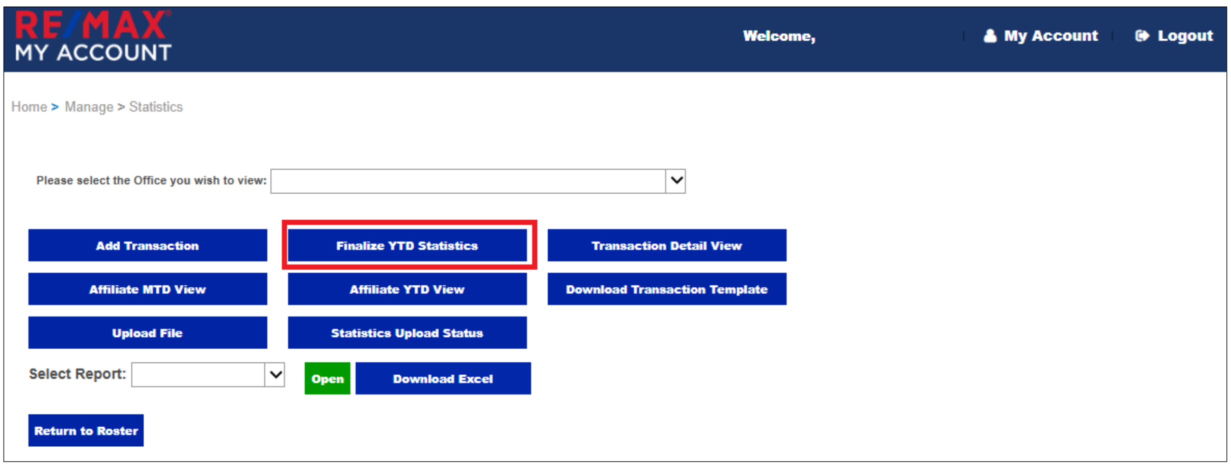
Repeat the steps below for each office you manage.

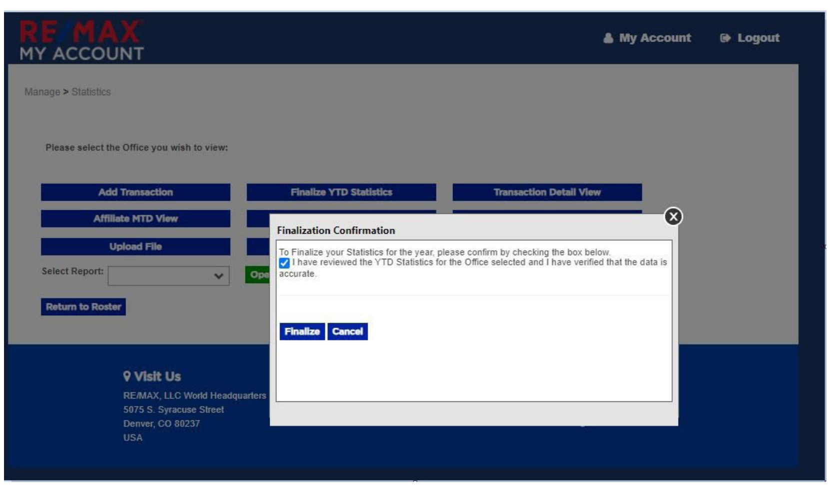
➞ Review verification reports by choosing the Select Report drop down and clicking Open.

- If the data is not accurate, make any additional corrections as needed.

➞ Finalizing Year-to-Date (YTD) statistics:

- From the Statistics menu, select Finalize YTD Statistics.
- Check the box to verify that the YTD statistics have been reviewed and are accurate.
- Click Finalize.





Please note: Once the office statistics have been finalized, additional transactions for 2025 may no longer be added. An email will **NOT** be generated as a confirmation, but the <u>Finalize YTD Statistics</u> button will disappear.

Frequently Asked Questions

- **Will I be billed for changes made to my agent's transactions?**
  If an edit is made to the commission amount in a transaction, the amount changed will be subject to billing on the next billing cycle.
- **How do I delete a duplicate transaction?**
  Lone Wolf users will not be able to make edits directly through the Transaction Detail View screen in the Portal. Instead, reupload the transaction by making a small change to the address line in Lone Wolf and reupload. This should remove a duplicate transaction by refreshing the data.
- **Can I transfer a transaction to a different agent?**
  The agent and office fields cannot be edited. If a transaction was reported to an incorrect agent or office, zero out the incorrect transaction and add the same transaction as new to the correct agent or office. Refer to pages 5.
- **How do I verify agents' totals who have transferred to my office from another REMAX office?**
  Refer to the Agent Office Portal Trending Awards by Office to view the agent's year-to-date total across all of their REMAX offices.
  Note: If agent's year-to-date is incorrect, refer agent to prior REMAX office.
- **Will I receive a verification email once I finalize?**
  No email notification will be sent when office statistics is finalized.
- **Once I have finalized all 2025 transactions, will I be able to add additional 2025 transactions later?**
  No additional 2025 transactions can be added once the office statistics have been finalized. If additional changes need to be made after statistics have been finalized, contact appropriate billing and membership coordinator for assistance.
- **If I finalize my office's 2025 transactions by accident, what should I do?**
  Please contact the appropriate billing and membership coordinator.
- **Is there a report that I can run that will show the breakdown of each agent's side count and volume?**
  Yes, the Affiliate YTD view will show this information. It can be accessed via the Agent Office Portal under the Statistics tab.
- **For further assistance, please reference the following documents on MAXCenter:**
  Team Guidelines
  Reportable Commission Rules
  Licensed Administrator Guidelines
  Awards Brochure
  2025/2026 Recognition Guide

- **When can I see my agent and team club awards on MAXCenter and remax.com?**
  Agent and team club awards publish on MAXCenter and remax.com the second week of February 2026. On MAXCenter, only the last three consecutive years will show (i.e., 2025, 2024 and 2023). All club and the Hall of Fame and Lifetime Achievement career trophies are available at R4, complimentary. If not attending R4, trophies are available for purchase at: remax.crownawards.com. Circle of Legends, Luminary of Distinction and Paramount of Excellence career trophies ship automatically once achieved. To promote your agent and team awards, go to https://agentbrokerhub.remax.ca/celebrating-success/

- **Where can I secure an exhaustive list of my agent and team 2026 club awards?**
  Once club awards are published in the second week of February 2026, please contact our awards team at canadaawards@remax.com to secure an exhaustive list of agent and team club awards. Prior to the second week of February 2026, we will not have access to club awards. You can also manually calculate the club awards based on total GCI earned. Please reference the Awards Brochure, pages 4-7 for club award commissions.

Questions or Concerns?

Contact the appropriate billing and membership coordinator or email membershipandbilling@remax.ca.

Western Canada

- Karin Turner, 778-771-0818
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- Jaclyn Deacon, 303-224-5556
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Ontario-Atlantic Canada

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