



## West Shores Realty (WSR) File Procedures and Compliance Quick reference Update

AGENTS/ TC NAME: \_\_\_\_\_

DATE: \_\_\_\_\_

**PLEASE NOTE ALL LISTING and NEW PURCHASE AGREEMENT CONTRACTS MUST HAVE PRINCIPALS (Seller and Buyer) CONTACT INFORMATION INCLUDING PHONE NUMBERS and EMAIL ADDRESS**

### 1. Residential/ Commercial/ Vacant Land Listing/ Business Opportunity Agreements

- a. **The minimum commission charge on all listings is 4%**, 2% minimum to selling side. If a lower commission split is required/requested, **broker approval is required**
- b. Within 24/48 hours of the date of acceptance, email **both** [contracts@westshorescorp.com](mailto:contracts@westshorescorp.com) and [amir@westshorescorp.com](mailto:amir@westshorescorp.com) the Listing Agreement. Please **ONLY** send via PDF format, **do not** send the contracts via DocuSign, Authentisign or Hyperlink.
- c. Create a transaction in SKYSLOPE using your personal email address as username. If your account is not active contact [robert@westshorescorp.com](mailto:robert@westshorescorp.com) and [contracts@westshorescorp.com](mailto:contracts@westshorescorp.com) to have account activated
- d. Broker and Compliance Team to review documents, may request corrections to be done immediately
- e. All contracts are crossed referenced by Title company to ensure Listing Agents vesting is correct
- f. Upload all required documents into the appropriate section on SKYSLOPE. Refer to designated checklist
- g. Please also notify WSR if you will be working with a Transaction Coordinator (TC) and their name. While Transaction Coordinators are recommended, **please note it is still THE AGENT responsibility to ensure all File Procedures and Compliance are adhered to\***  
*\*If not a Coastal Property TC, please see Transaction Coordinator section under section **Important Helpful Information** for WSR TC approval process.*
- h. E-mail Jodi to check the listing file once ALL LISTING DOCUMENTS are uploaded to make sure the file is done properly [tcjodi@gmail.com](mailto:tcjodi@gmail.com)

### 2. Residential/ Commercial/ Vacant Land/ Business Opportunity Purchase Agreements

- a. Within 24/48 hours of the date of acceptance, email **both** [contracts@westshorescorp.com](mailto:contracts@westshorescorp.com) and [amir@westshorescorp.com](mailto:amir@westshorescorp.com) the Purchase Agreement. Please **ONLY** send via PDF format, **do not** send the contracts via DocuSign, Authentisign or Hyperlink
- b. Create a transaction in SKYSLOPE using your personal email address as username. If your account is not active contact [robert@westshorescorp.com](mailto:robert@westshorescorp.com) and [contracts@westshorescorp.com](mailto:contracts@westshorescorp.com) to have account activated
- c. Upload all required documents into the appropriate section on SKYSLOPE. Refer to designated checklist
- d. If Dual Agency **YOU MUST** create two separate transactions in Skyslope, Listing side and Selling side
- e. Make sure ALL documents besides CLOSING DOCS are uploaded into SKYSLOPE.
- f. Please also notify WSR if you will be working with a Transaction Coordinator (TC) and their name. While Transaction Coordinators are recommended, **please note it is still THE AGENT responsibility to ensure all File Procedures and Compliance are adhered to\***  
*\*If not a Coastal Property TC, please see Transaction Coordinator section under section **Important Helpful Information** for WSR TC approval process.*
- g. E-mail Jodi to check the listing file once ALL PURCHASE DOCUMENTS are uploaded to make sure the file is done properly [tcjodi@gmail.com](mailto:tcjodi@gmail.com)

West Shores Realty, Inc 449 Silver Spur RD., Rolling Hills Estates CA 90274 O: 310.541.8000

Agent/ TC Initials: \_\_\_\_\_



WEST SHORES REALTY

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### 3. Opening Escrow and Commission Instructions (CI)

- a. Email CI IMMEDIATELY upon receipt from escrow company to [ci@westshorescorp.com](mailto:ci@westshorescorp.com)
- b. Make sure CI has WSR Corporate office address **449 Silver Spur Rd, Rolling Hills Estates CA 90274**
- c. Advise if there are any adjustments to the commission
  - i. Purchasing a USB drive of the file for your clients
  - ii. Donating to the LA Foodbank
  - iii. Credit FROM YOU to your clients
  - iv. Referral
  - v. Commission advance / E-Commission
- d. WSR will email signed CI within 7-10 days prior to closing

### 4. Closing of a Transaction

- a. Upload all remaining documents to SKYSLOPE within 24 hours prior to close of escrow
- b. If Dual Agency **YOU MUST** create two separate transactions in Skyslope, Listing side and Selling side
- c. Email Jodi to check the documents are in compliance, and the file is complete to close minus the closing package [tcjodi@gmail.com](mailto:tcjodi@gmail.com)
- d. Agent may request file renew prior to closing to stay proactive to expedite closing and receive check timely

### 5. Residential/ Commercial **Lease Listing** Agreements

- a. Within 24/48 hours of the date of acceptance, email **both** [contracts@westshorescorp.com](mailto:contracts@westshorescorp.com) and [amir@westshorescorp.com](mailto:amir@westshorescorp.com) the Lease Listing Agreement. Please **ONLY** send via PDF format, **do not** send the contracts via DocuSign, Authentisign or Hyperlink.
- b. Create a transaction in SKYSLOPE using your personal email address as username. If your account is not active contact [robert@westshorescorp.com](mailto:robert@westshorescorp.com) and [contracts@westshorescorp.com](mailto:contracts@westshorescorp.com) to have account activated
- c. Upload all required documents into the appropriate section on SKYSLOPE. Refer to designated checklist
- d. Notify WSR if you will be working with a Transaction Coordinator (TC) and their name. *\*If not a Coastal Property TC, please see Transaction Coordinator section under section **Important Helpful Information** for WSR TC approval process.*
- e. Email Jodi for Final review [tcjodi@gmail.com](mailto:tcjodi@gmail.com)

### 6. Residential/ Commercial **Lease Purchase** Agreements

- a. Within 24/48 hours of the date of acceptance, email **both** [contracts@westshorescorp.com](mailto:contracts@westshorescorp.com) and [amir@westshorescorp.com](mailto:amir@westshorescorp.com) the Lease Listing Agreement. Please **ONLY** send via PDF format, **do not** send the contracts via DocuSign, Authentisign or Hyperlink.
- b. Create a transaction in SKYSLOPE using your personal email address as username. If your account is not active contact [robert@westshorescorp.com](mailto:robert@westshorescorp.com) and [contracts@westshorescorp.com](mailto:contracts@westshorescorp.com) to have account activated
- c. Upload all required documents into the appropriate section on SKYSLOPE. Refer to designated checklist
- d. In Skyslope sale price should be the total amount of the lease (example \$2,500.00/ month x 12 months= \$30,000 (x commission) = Net.
- e. Notify WSR if you will be working with a Transaction Coordinator (TC) and their name. *\*If not a Coastal Property TC, please see Transaction Coordinator section under section **Important Helpful Information** for WSR TC approval process.*
- f. Email Jodi for Final review [tcjodi@gmail.com](mailto:tcjodi@gmail.com)

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- g. Commission checks need to be addressed to West Shores Realty, Inc and mailed to WSR Corporate office address **449 Silver Spur Rd, Rolling Hills Estates CA 90274**. Agents can also bring checks to the corporate office. **Checks are not to be made payable to the Agent's name and/or address**. Commission checks will take three (3) days to clear the account. Once cleared WSR will create disbursement and issue commission check once file is cleared in Skyslope

Agent/TC Signature: \_\_\_\_\_

Broker/ Manager Signature: \_\_\_\_\_



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### IMPORTANT HELPFUL INFORMATION

#### Transaction Coordinator

WSR works directly with Costal Properties, any TC that is not affiliated with this company MUST be approved (if not already approved) with West Shores prior to working with them on a transaction. TC are welcomed to apply by sending their resumes to [contracts@westshorescorp.com](mailto:contracts@westshorescorp.com) and [robert@westshorescorp.com](mailto:robert@westshorescorp.com). We do require our TCs to hold an active real license and to submit their working experience with our Document Retention software.

#### Updating the MLS

Agents **should not** make any changes to the MLS without a fully executed Modification of Terms (MOT, MT). Changes to the MLS without the Brokerage having the appropriate document(s) places both the Agent and Brokerage out of compliance. Modification of Terms (MOT, MT) need to be sent to [contracts@westshorescorp.com](mailto:contracts@westshorescorp.com) and [robert@westshorescorp.com](mailto:robert@westshorescorp.com)

#### Cancellations/ Withdraws

Agents **are not** to just cancel a listing. Agent needs to send the Cancellation of Listing (COL) via PDF to [contracts@westshorescorp.com](mailto:contracts@westshorescorp.com) and [robert@westshorescorp.com](mailto:robert@westshorescorp.com) along with the reason for the requested cancellation. **Do not send the COL directly to Amir**, and **do not** send the COL via DocuSign, Authentisign or Hyperlink. Listing belongs to the Brokerage, and the Broker needs to approve the cancellation. Once Amir has approved the cancellation WSR representative will set up the COL for signature and cancel the listing from the MLS. You will then receive the complete cancellation via email once complete. In the event that you switch your listing from active to hold, you will need to send West Shores Realty to the above-mentioned emails, a Modification of Terms (MOT). Please do not make changes to the MLS without having a fully executed MOT. Changes to the MLS without the Brokerage having the appropriate document(s) places both the Agent and Brokerage out of compliance.

#### Referrals

Referrals (RFA) need to be approved by the Broker. As per your Pay Plan Pay Plan page 2 section 3C Referrals cannot be paid to non-licensed agents. Referrals to Southern California agents **must** be done through West Shores Realty Agents unless Broker/Manager approves otherwise. If WSR agent is not the recipient, kindly advise why a Principal was referred out to a local outside Brokerage. Agents will need to send RFA's to via PDF to [contracts@westshorescorp.com](mailto:contracts@westshorescorp.com) and [robert@westshorescorp.com](mailto:robert@westshorescorp.com) as soon as an agreement has been made. **Do not send the RFA directly to Amir**, and **do not** send the RFA via DocuSign, Authentisign or Hyperlink. We also want to remind you that the document needs to be filled out in its entirety i.e., completing all sections with all contact information including the principal's contact information. Outside Brokerage section needs to be complete and signed prior to requesting Amir's signature.

#### Commission Splits

As per your play plan, Page 3 item 4A "Minimum commission charge on all listings is 4%, 2% minimum to selling side. If a lower commission split is required/requested, **broker approval is required**. 2.5% selling side commission is always recommended" anything outside of this requires Amir's approval.

#### Open House Procedures

Agents are not to use outside agents/brokerages to host their open houses. Per West Shores Realty, Inc contract and the California Association of Realtor (CAR) rules, all marketing of any property is the responsibility of the agent/brokerage and should be performed by the agent and/or an associate of the responsible brokerage.

**Agent/TC Signature:** \_\_\_\_\_ **Broker/ Manager Signature:** \_\_\_\_\_

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