HOW TO CREATE A **GREENSHEET** FOR WHEN YOU RECEIVE A REFERRAL CHECK

Are you the listing agent? No

Is this a KW Listing? No

All **Red Asteriks*** are required. When receiving a referral, you may not obtain all the information required on the greensheet, which is fine. Fill out as follows…..

Contract Date*: if not known, then put the date of the check.

Closing Date*: if not known, put the date of the check.

TRANSACTION:

Type*: Other

Class*: Referral

Property Type*: usually "Resale" but select from drop down options

PROPERTY:

Street #, Street Name, City, State, Zip Code and County* (if you do not have all the information, put in the word "street #" for (street #). Street Name (for Street Name) and so on.

PRICE/COMMISSION:

Sale Price*: $0

Flat*: $"0" (for Listing Commission) and $"0" for Sale Commission

Buyer*: Buyer's Name (if not known, then just put the word "Buyer"

Seller*: Seller's Name (if not known, then just put the word "Seller"

AGENT DETAIL:

Your name will automatically be under **KW Agent Name***

Agent Role*: always "individual agent" (unless you are on a team, then you select from drop down menu)

Type*: "Other" is automatically there because you stated it above. You can leave that.

Agency: Other

Listing and Sales Unit*- they will be grayed out. Do not enter anything

Gross Commission: Put the amount of the referral Check.

KW Cares, KW Family Fund and Bold Scholarship*-If not donating, put "0" next to each one.

Scroll to bottom and hit **"Submit to MCA"**

Then another box comes up and hit **"Submit Greensheet"**

If it says "Partially Accepted" then you did everything correctly. If not, it will state the errors that need to be corrected. Correct then, the repeat last 2 steps to submit.

*****Then submit a referral income checklist and any other paperwork you may have. If you only have the check, then submit check with checklist.