

THE NICE
AGENT ©.

ACCOUNTING PROCESS

Standard Operating Procedure

MEET OUR TEAM

CARL CHRISTIAN

CEO

carl@theniceagent.com

Lovely Abbatuan

Office Manager

office@theniceagent.com

Robin Maer

Lead Manager

homes@theniceagent.com

Bersan Lucero

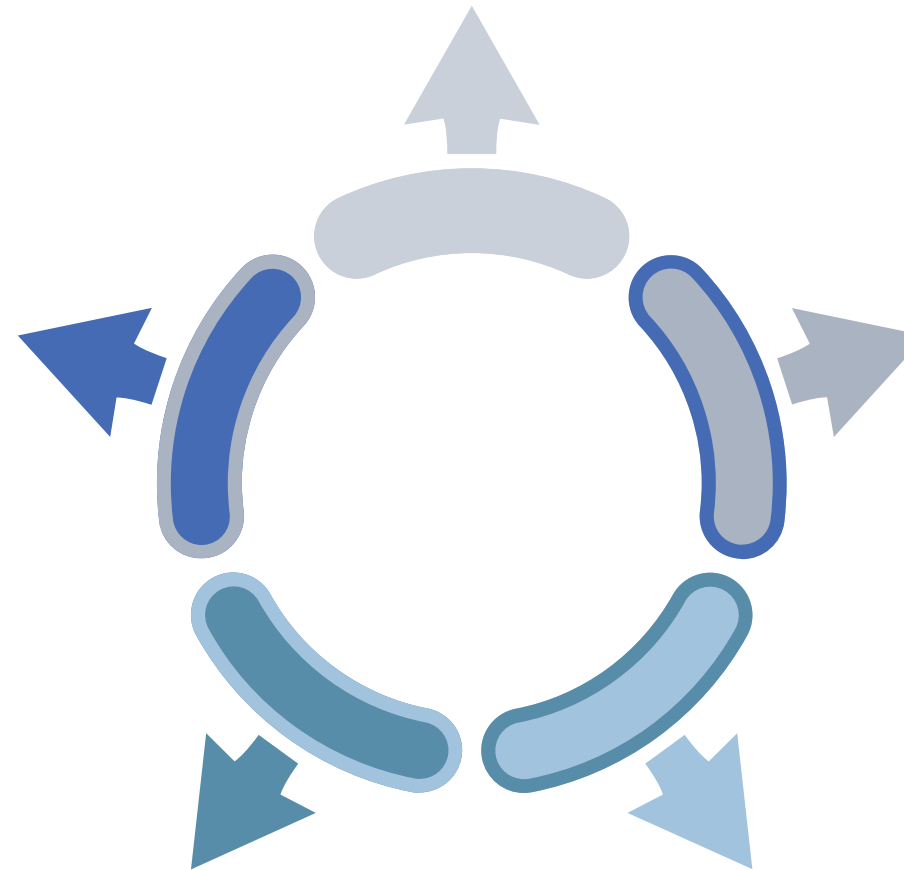
Bookkeeper

thenicebookkeeping@gmail.com

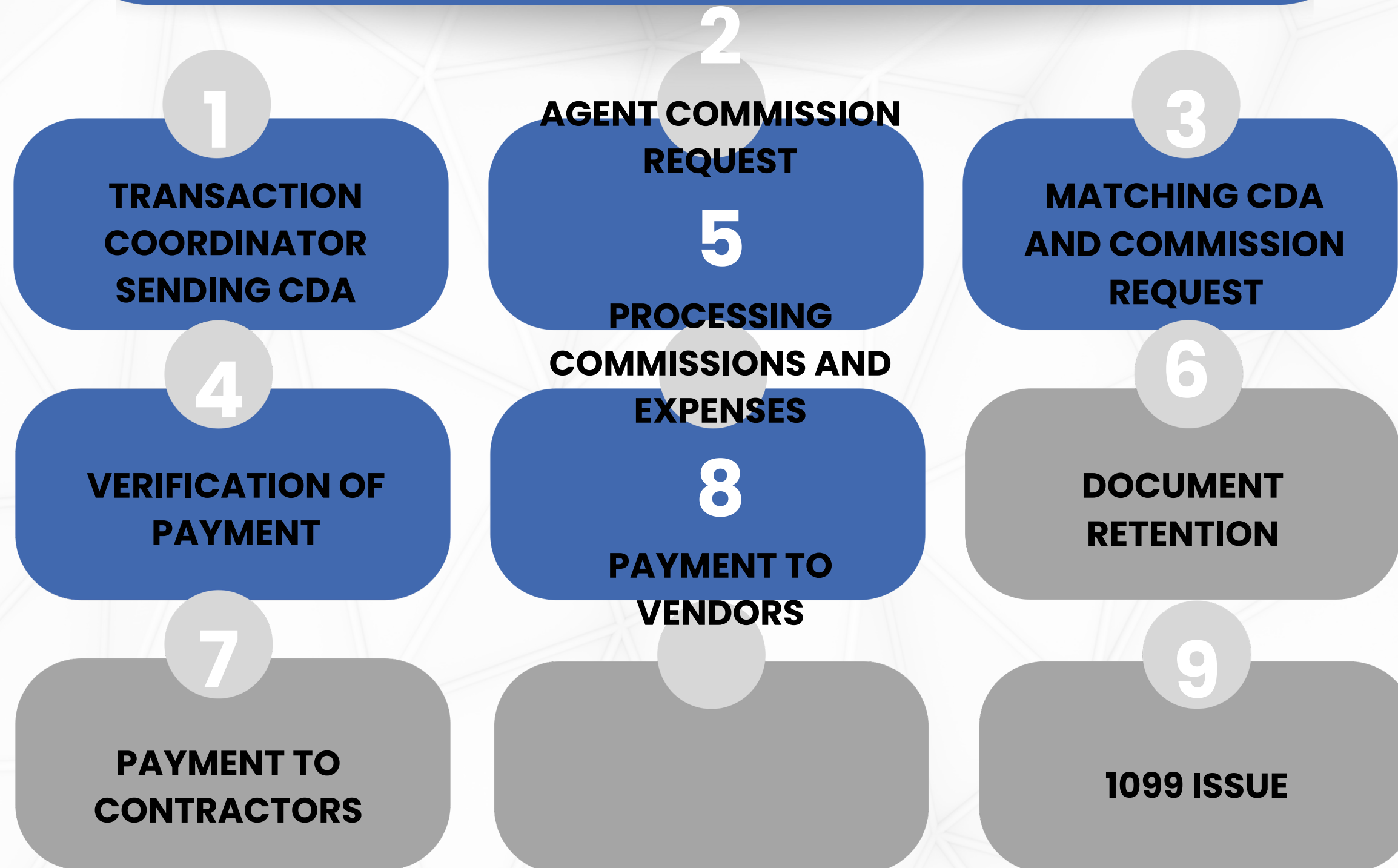
Mary Martinez

Transaction Coordinator

mary@iassistbrokers.com



ACCOUNTING PROCESS



TRANSACTION COORDINATOR SENDING CDA

1

- Transaction coordinator sends a Closing Disclosure Agreement (CDA) to the CEO for signature.
- CEO electronically signs the CDA.
- Transaction coordinator sends a copy of the signed CDA to the COO.



AGENT COMMISSION REQUEST

2

- After closing, the agent submits a commission request using the Jotform. (**Click Here**) The Jotform
- includes details such as the property address, closing date, commission amount, and relevant documents (e.g., lease agreement).
- The COO automatically receives a copy of the submitted commission request form.



3

MATCHING CDA AND COMMISSION REQUEST



- The COO matches the signed CDA with the commission request form. The agent must upload all necessary rental documents to the Jotform before receiving payment. If any discrepancies are found, the COO contacts the agent for clarification.

LISTING PRESENTATION

4

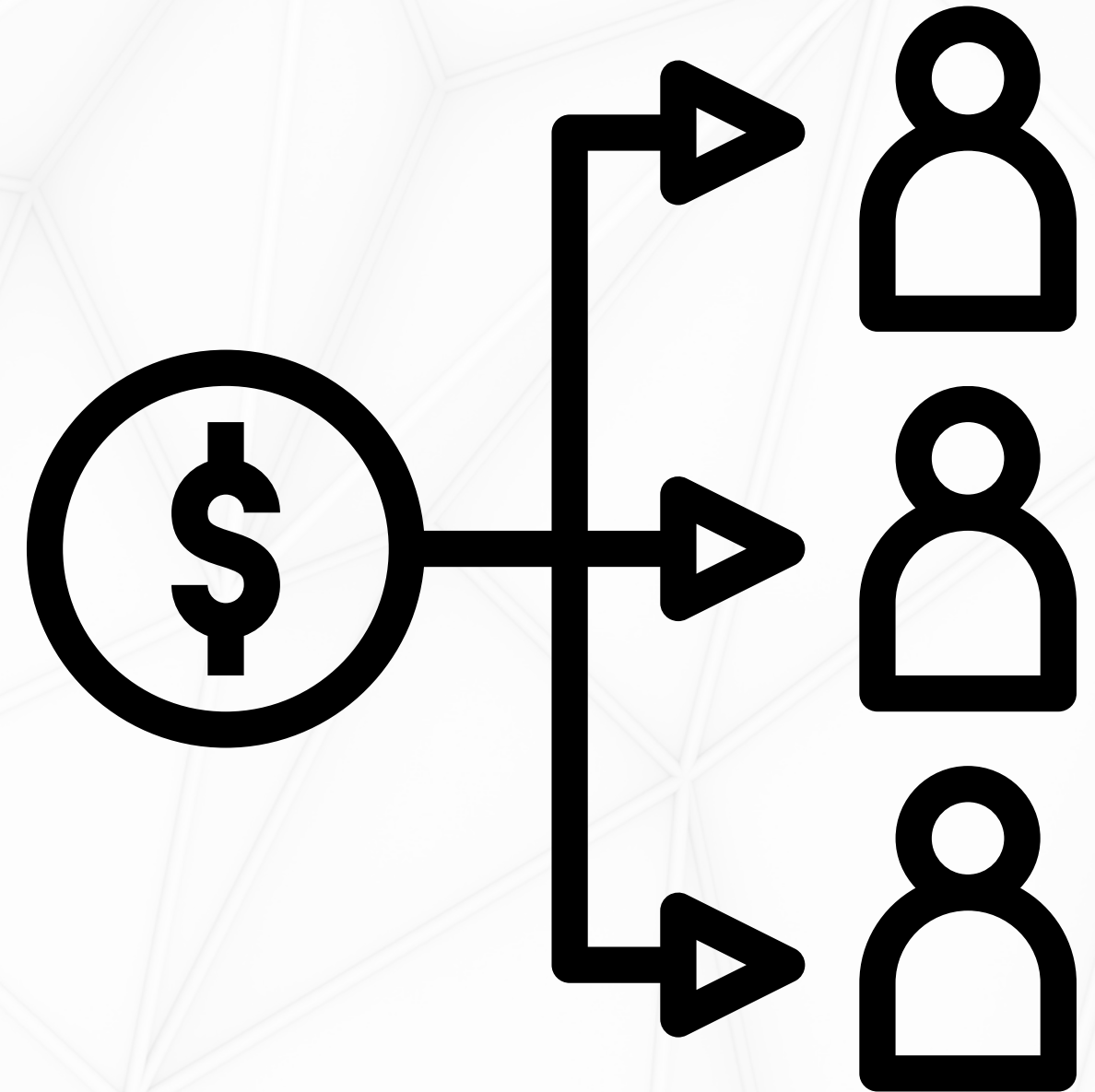
- The COO verifies that the wire transfer or check from the title company or other broker has been received.



PROCESSING COMMISSIONS AND EXPENSES

5

- Once payment is verified, the COO initiates the commission payment to the agent via ACH (Automated Clearing House). Can take up to 48 hours to be wired.
- The COO includes a note for the bookkeeper specifying the details of the payment, including the amount, date, and payee.
- The bookkeeper updates QuickBooks by entering the following information:
 - Income paid to which agent, specifying the category of income and the amount.



ADDITIONAL NOTES

THIS SOP IS A GENERAL GUIDELINE AND MAY NEED TO BE ADAPTED DEPENDING ON SPECIFIC CIRCUMSTANCES.

EMPLOYEES AND CONTRACTORS SHOULD FOLLOW ALL APPLICABLE COMPANY POLICIES AND PROCEDURES.

ANY QUESTIONS OR CONCERNS SHOULD BE DIRECTED TO THE COO OR DESIGNATED FINANCIAL REPRESENTATIVE.

***This SOP is subject to change without prior notice.**

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**THANK
YOU!**

END SLIDE