

# CENTURY 21<sup>®</sup>

## WP & Associates

### **PERSONAL TRANSACTION POLICY**

(for individual purposes, or when acting as a member of an LLC or other business entity)

**\*\*Failure to comply with this personal transaction policy will result in:**

WARNING for first infraction,  
\$100 fine for 2nd infraction,  
\$200-\$1000 fine for repeat infractions\*\*

#### **SECTION A. Documents**

For ALL personal transactions, the following forms must be submitted to [documents@CenturyWP.com](mailto:documents@CenturyWP.com).

Listing transaction cover sheet (listings only) - prior to listing on the MLS

Listing form 1 (listings only) - prior to listing on the MLS

Listing form 1A (listings only) - prior to listing on the MLS

Mutual acceptance - within 2 business days of mutual

Listing/buyer's transaction cover sheet

Legal description

Form 17

Earnest money receipt

Form 40

Settlement Statement

#### **SECTION B. Commission**

***Agent may, twice per calendar year, collect zero commission (including credit) on a purchase/sale at no cost to agent.***

Commission Disbursement Form 40 noting \$0.00 owed to *Agent* and *CENTURY 21 WP & Associates*, as well as Settlement statement must be emailed to [documents@CenturyWP.com](mailto:documents@CenturyWP.com).

(continued, page 2)

Revised 01/31/2019

(continued from page 1)

In addition to commissions noted on Commission Disbursement Form 40 or the Settlement Statement, any credit to buyer or seller, whichever the *Agent* is acting as in that transaction, will be considered commissions collected. Credits to buyer or seller, whichever role *Agent* is acting as, will be determined based on the Settlement Statement from title & escrow closer.

If a credit was deemed to be collected according to the Settlement Statement, that credit will be deemed commissions due to *CENTURY 21 WP & Associates* and must be paid to the company. *Agent's* portion of the credit/commissions collected is subject to normal split and fees, per *Agent's* contract with *CENTURY 21 WP & Associates*.

**After utilizing two "personal transactions" per calendar year at no cost, *Agent* will pay 3/10ths of 1% of the sold price of the home to CENTURY 21 WP & Associates.**

To calculate amount due to *CENTURY 21 WP & Associates*, *Agent* shall take the sold price and multiply by 0.003.

The amount due shall be noted as owed to *CENTURY 21 WP & Associates* on Commission Disbursement Form 40 submitted to title and escrow closer and submitted to [documents@CenturyWP.com](mailto:documents@CenturyWP.com).

### **SECTION C. Questions**

**Agent shall contact the Office Manager or Designated Broker with any questions relating to this policy to ensure compliance.**

Designated Broker, Rango Le  
[rango@CenturyWP.com](mailto:rango@CenturyWP.com)  
425.453.6227

Office Manager  
[admin@CenturyWP.com](mailto:admin@CenturyWP.com)  
425.453.6227