



DA Approval / Sales Commission Disbursement Policies

1. All transactions must have a file created on Transaction Desk with the Back Office Number Generated.
2. All paperwork for review must be uploaded by the Agent into the Checklist
3. Paperwork must be uploaded into the correct subsections in the checklist.
4. Only the names of licensed agents from United Realty Group can appear on the DA, if another Brokerage is due a referral fee then the name of the Brokerage can appear on the DA and the amount they are to receive.
5. Credits to Buyers and Sellers must be detailed on the DA, non-licensed individuals cannot have their names detailed on the DA but can be referred to as either "Buyer" or "Seller" and the amount they are to receive.
6. Agents must request file review via email to Sales@URGFL.com for an Approved Disbursement Authorization Form at least 3 days prior to the closing date of the file to ensure the staff have enough time to review the file, notify the Agent of the file's compliance, allow the Agent time to correct the paperwork (if needed), and to approve the DA and email it to the Title Company.
7. Compliance staff cannot correct/edit paperwork on behalf of the Agent.
8. If an Agent refuses to correct paperwork as requested by the Sales Coordinator, then an Approved DA cannot be provided.
9. If the Disbursement Authorization form cannot be approved then the funds must be made payable to United Realty Group Inc and sent to our Corporate Office for processing.
10. All funds received are placed on hold for 5 business days to ensure the funds clear.
11. To receive the commission check, all paperwork in the file must be compliant, uploaded into the checklist in the appropriate subsection, and the funds must be clear.
12. United Realty Group Inc disburses commission via check only- commission checks can be picked up from our Corporate Office in Plantation or they can be mailed to the Agent's address on record.



Sales Department Staff

Sales Coordinator

Sales@URGFL.com

954-450-2000 x1004 and x1005

The Sales Coordinator is responsible for reviewing sales files prior to closing for Disbursement Authorization Approval. If the paperwork for a transaction is complete and submitted in a timely manner, then the Sales Coordinator approves the DA and emails it to the Title Company. If the paperwork for a transaction is not complete then the Sales Coordinator lets the Agent know what corrections/additions need to be made to the paperwork to receive an Approved DA.

All DA approval requests must be emailed to the Sales Coordinator at least 3 days prior to closing to ensure the staff have enough time to review the file, notify the Agent of the file's compliance, allow the Agent time to correct the paperwork (if needed), and to approve the DA and email it to the Title Company.

To receive an Approved DA the agent must upload all mandatory checklist items into the checklist of their transaction desk file, generate a back office number, and email the Sales Coordinator requesting file review.

Please be advised that receiving an Approved DA is a privilege for completing and submitting paperwork correctly and in a timely manner, it is not a right of the Agent to receive an Approved DA. If an Agent is paid directly without receiving an Approved DA they are in violation of CH 475. and may face disciplinary actions and/or termination from United Realty Group Inc.

Compliance Coordinator

Compliance@URGFL.com

954-450-2000 x1002

The Compliance Coordinator is responsible for receiving sales commissions and reviewing sales files for compliance after the closing of a transaction. If the Agent failed to get an Approved DA for any reason, then the full amount of the compensation is made payable to United Realty Group Inc and is received and processed by the Compliance Coordinator.

Once a sales commission has been received, the Compliance Coordinator records the funds in our system and uploads a copy of the funds to the file with the funds clear date (please note all funds received by United Realty Group Inc. take 5 business days to clear, including wire and ACH). The Compliance Coordinator also reviews the file for compliance and notifies the Agent if anything is non-compliant and needs to be corrected.

Once the file's paperwork is compliant and the funds have cleared the Compliance Coordinator cuts the Agent their commission check and verifies if the Agent wants to pick the check up from our corporate office in Plantation, or if the Agent wants the check mailed to their home address on file.

Please note that file disbursement is contingent upon a compliant file and cleared funds. If the paperwork in the file is not compliant, then the commission check for the Agent cannot be disbursed. If the funds for the file have not cleared, then the Compliance Coordinator cannot cut the commission check for the Agent until they have cleared.

Compliance Assistant

Complianceassistant@URGFL.com

954-450-2000 x1036

The Compliance Assistant is responsible for receiving and recording the Transaction Fee and E and O Insurance Fee from transactions that have received Approved Disbursement Authorizations. When the Title Company or Attorney receives an Approved DA, they are authorized to pay the Agent directly on behalf of the Brokerage. The Title Company or Attorney collects our Brokerage fees and sends them directly to our corporate office in Plantation for Processing. The Compliance Assistant receives these fees from closings and allocates them to the correct file before closing out the file and recording the Agent's commission from the Title Company and/or Attorney.



Mandatory Documents for Sales

The documents listed below are the minimum mandatory Checklist items for Sales transaction by United Realty Group Inc. Due to each transaction's unique characteristics, United Realty Group Inc. holds the right to request further additional mandatory documents to ensure the file's compliance with the State of Florida. Possible additional required mandatory checklist items may include but are not limited to additional addendums, compensation agreements, referral agreements, brokerage letters, real property sales disclosures, modification forms and more depending on the transaction. United Realty Group Inc. reserves the right to approve Disbursement Authorization Forms only on completed files that are compliant with State Laws. It is the Agent's sole responsibility to ensure all mandatory checklist items are uploaded into the checklist and are completely and accurately executed within a timely manner.

- **Residential Sale (Representing the Seller)**
 - Listing Agreement
 - Sales Contract
 - MLS Printout
 - Flood Disclosure
 - Disbursement Authorization Form
- **Residential Sale (Representing the Buyer)**
 - Exclusive Buyer Brokerage Agreement
 - Sales Contract
 - MLS Printout
 - Flood Disclosure
 - Disbursement Authorization Form
- **Residential Sale (Representing the Seller and Buyer)**
 - Listing Agreement
 - Exclusive Buyer Brokerage Agreement
 - Sales Contract
 - MLS Printout
 - Flood Disclosure
 - Disbursement Authorization Form
- **Sales Referral (Client not represented by URG)**
 - Referral Agreement



Mandatory Documents for Sales

The documents listed below are the minimum mandatory Checklist items for Sales transaction by United Realty Group Inc. Due to each transaction's unique characteristics, United Realty Group Inc. holds the right to request further additional mandatory documents to ensure the file's compliance with the State of Florida. Possible additional required mandatory checklist items may include but are not limited to additional addendums, compensation agreements, referral agreements, brokerage letters, real property sales disclosures, modification forms and more depending on the transaction. United Realty Group Inc. reserves the right to approve Disbursement Authorization Forms only on completed files that are compliant with State Laws. It is the Agent's sole responsibility to ensure all mandatory checklist items are uploaded into the checklist and are completely and accurately executed within a timely manner.

- **Commercial Sale (Representing the Seller)**
 - Listing Agreement
 - Sales Contract
 - MLS Printout
 - Disbursement Authorization Form
- **Commercial Sale (Representing the Buyer)**
 - Sales Contract
 - MLS Printout
 - Disbursement Authorization Form
- **Commercial Sale (Representing the Seller and Buyer)**
 - Listing Agreement
 - Sales Contract
 - MLS Printout
 - Disbursement Authorization Form
- **Preconstruction/New Construction Sale
(Representing the Buyer)**
 - Sales Contract
 - Broker Registration
 - Exclusive Buyer Brokerage Agreement



FEE SHEET | 100% Commission

RESIDENTIAL SALES

Fees are charged per side represented.

\$399 Transaction Fee
\$18 E&O Insurance

AGENT REFERRALS

Transaction Fee Only.

10% of Commission
\$399 Maximum

RESIDENTIAL RENTALS

Commissions
\$0 - \$1,000

\$100 Transaction Fee
\$18 E&O Insurance

Fees are charged per side represented.

Commissions
\$1,001 - \$3,990

10% Transaction Fee
\$18 E&O Insurance

Fees are charged per side represented.

Commissions
\$3,991+

\$399 Transaction Fee
\$18 E&O Insurance

Fees are charged per side represented.



COMMERCIAL

Sales & Leases

Commissions
UP TO \$50K

\$399 Transaction Fee
\$100 E&O Insurance

Per side represented

Commissions
OVER \$50K

\$399 Transaction Fee
\$100 E&O Insurance
5% over \$50K

Per side represented



EXAMPLE | Commercial Fees

Sales & Leases

Fees are charged per side represented.

Commissions **UP TO \$50K**

Fees are charged per side represented.

\$399 Transaction Fee
\$100 E&O Insurance



\$50,000.00 Commission

- \$399.00 Transaction Fee
- \$100.00 E&O Insurance

\$49,501.00 Agent Commission

Commissions **OVER \$50K**

Fees are charged per side represented.

\$399 Transaction Fee
\$100 E&O Insurance
5% over \$50K



\$60,000.00 Commission

- \$399.00 Transaction Fee
- \$100.00 E&O Insurance
- \$500.00 5% of \$10,000.00

\$59,001.00 Agent Commission



COMMERCIAL

Sales & Leases

Commissions **UP TO \$50K**

\$399 Transaction Fee
\$100 E&O Insurance

Per side represented

Commissions **OVER \$50K**

\$399 Transaction Fee
\$100 E&O Insurance
5% over \$50K

Per side represented