



Escrow Letter / Rentals

Commission Disbursement Policies

1. All transactions must have a file created on Transaction Desk with the Back Office Number Generated prior to sending in funds to United Realty Group Inc.
2. Funds sent in to United Realty Group Inc. must contain an additional note detailing the property address, back office number of the file, and name of the agent for that transaction.
3. United Realty Group Inc only holds the first month of rent in escrow to be used as commissions. We do not hold last month's rent, security deposits, pet deposits, etc. in escrow.
4. Escrow Letters are uploaded into the checklist of the Transactiondesk file under "OFFICE ONLY Escrow Letter"; a copy can be downloaded directly from the checklist.
5. All funds received are placed on hold for 5 business days to ensure the funds clear.
6. All paperwork for review must be uploaded by the Agent into the Checklist Section of their Transaction Desk file in the appropriate subsections.
7. Compliance staff cannot correct/edit paperwork on behalf of the Agent.
8. Paperwork must be uploaded into the correct subsections in the checklist.
9. Agents must request file review via email to Rentals@URGFL.com for commission check disbursement 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 cut the Commission checks.
10. If an Agent refuses to correct paperwork as requested by the Rentals Coordinator, then the Commission checks cannot be disbursed until the paperwork is corrected.
11. If the funds for a file have not cleared yet, then the Commission checks cannot be disbursed until the funds have cleared.
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.



Rentals Department Staff

Rentals Assistant

Rentalsassistant@URGFL.com

954-450-2000 x1031

The Rentals Assistant is responsible for receiving and recording all rental funds received by United Realty Group Inc. The Rentals Assistant is also responsible for providing Escrow Letters to Agents and locating missing/unmatched funds for Agents.

When the Compliance Department receives rental funds, they are given to the Rentals Assistant to record in the correct files and do a preliminary file review. Once funds are received for a file, the Rentals Assistant will match them to a file and review the current paperwork in the Agent's checklist. If anything is missing they will email the agent letting them know what is missing/needs to be corrected for their file to be compliant and the Clear By date of the funds (please note all funds received by United Realty Group Inc. take 5 business days to clear, including wire and ACH).

The Rentals Assistant also keeps track of all funds received that are unable to be matched to a file for any reason. If an Agent believes that United Realty Group Inc has received the funds for their file, but has yet to see them allocated to their file, then the Agent will need to send a copy of the missing funds to the Rentals Assistant. They will then use the copy of the funds to cross reference the accounting system and confirm if the funds were received but were unable to be allocated to the file (missing property address, name of agent, back office number, etc) or if the funds have yet to be received at all.

Rentals Coordinator

Rentals@URGFL.com

954-450-2000 x1003

The Rentals Coordinator is responsible for reviewing files once the funds have cleared for Commission check disbursement. To request file review and disbursement, Agents must email the Rentals Coordinator at least 3 days prior to the 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 disburse Commission checks for the parties involved.

To receive Commission checks the Agent must upload all mandatory checklist items into the checklist of their transaction desk file, generate a back office number, and email the Rentals Coordinator requesting file review. Please be advised that it is the Agent's responsibility to ensure their file is compliant and request disbursement in a timely manner. United Realty Group Inc. reserves the right to only disburse commission checks on completed compliant files with funds that have cleared. Files cannot be closed and have Commission checks disbursed if the paperwork is not compliant or if the funds have not cleared (please note all funds received by United Realty Group Inc. take 5 business days to clear, including wire and ACH).

Agents cannot be paid directly on rental transactions, all compensation must be made payable and sent to United Realty Group Inc for processing and disbursement. If an agent is paid directly, in their name or in cash, on a Rental they are in violation of CH 475 and may face disciplinary actions and/or termination from United Realty Group Inc.



Mandatory Documents for Rentals

The documents listed below are the minimum mandatory checklist items for Rentals files 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 disburse funds 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 Rental (Representing the Landlord)**
 - Listing Agreement
 - Lease Flood Disclosure
 - Lease Agreement
 - MLS Printout
 - Rental Disbursement Form
- **Residential Rental (Representing the Tenant)**
 - Lease Agreement
 - Lease Flood Disclosure
 - Compensation Agreement
 - MLS Printout
 - Rental Disbursement Form
 - Walkthrough Inspection Form
- **Residential Rental (Representing the Landlord and Tenant)**
 - Listing Agreement
 - Lease Flood Disclosure
 - Lease Agreement
 - MLS Printout
 - Rental Disbursement Form
 - Walkthrough Inspection Form
- **Rental Renewal (Same Landlord/Tenant Combo)**
 - Lease Agreement
 - Rental Disbursement Form



Mandatory Documents for Rentals

The documents listed below are the minimum mandatory checklist items for Rentals files 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 disburse funds 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 Rental (Representing the Landlord)**
 - Listing Agreement
 - Lease Agreement
 - MLS Printout
 - Rental Disbursement Form
- **Commercial Rental (Representing the Tenant)**
 - Lease Agreement
 - MLS Printout
 - Rental Disbursement Form
- **Commercial Rental (Representing the Landlord and Tenant)**
 - Listing Agreement
 - Lease Agreement
 - MLS Printout
 - Rental Disbursement Form
- **Rental Referral (Client not represented by URG)**
 - Referral Agreement (Broker to Broker) OR Referral Invoice (Broker to Apartment Complex)
 - Rental Disbursement Form



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