



## REGULATORY COMPLIANCE & ADMINISTRATION FEE (SECONDARY COMMISSION) to TOP EQUITY REALTY

### WHAT IS THIS FEE?

Brokers will charge a compliance/admin fee for any real estate transaction. These fees are charged to buyers and sellers at closing. This fee covers the costs associated with closing a real estate deal. Every Broker is different in the amount they charge. They can range from \$295 to 700 – we have seen as high as \$801! Yikes. Some Brokers may also charge a % (percent) of the sale of the home as their amount for their fee. We charge an easy to quote, flat fee. The fee can be paid by the client or the Real Estate Agent. The fee must always be charged unless a protected class. (See your broker for information on protected class regarding this fee)

*“Many real estate brokerages, to help offset costs associated with processing paperwork and meeting regulatory requirements, charge a transaction or administrative fee of varying amounts. The fee is applied in addition to the commission. It’s important that brokers tie the fees to actual services rendered and costs incurred, and to disclose that to sellers and buyers.”* – Quote from National Association of Realtors



Top Equity Realty’s Fee is only \$495.00 and here is the value it includes:

- \*Top Equity Realty uses this fee for all things listed above **PLUS** some production and marketing.
- \* Meeting Regulatory Requirements
- \* Documents Storage/Records Retention Management
- \* Production/Marketing Costs
- \*Administrative Tasks to close a file
- \*Compliance

### How and when should I disclose this fee to my client?

**HOW:** Be confident and proud when you are disclosing this fee. This fee can be a representation of another value you are providing your clients. It represents work that is being done for your client. It is not an empty or junk fee. It presents you with an opportunity to explain MORE value you are providing your clients behind the scenes.

#### Can sound Like:

“Client there will be a one time \$495 fee for our Brokerage to aid in the document storage, compliance and regulatory requirements for the file.”

“Client there will be a one time \$495 fee for the brokerages to store your file and complete the file”

“Client, there is a \$495 fee that my broker collects to store you documents and ensure compliance on your file”

**WHEN:** A place most popular with agents is while signing the Listing Agreement or the Buyer Broker agreement. Both these contracts provide a place to write this fee. This can help you remember to disclose the fee to the client. (see the form for placement or ask your Broker or Admin)

### If they have more questions, be proud to let them know ...

Client’s appreciate hearing that our compliance team reviews all documents submitted simply for compliance protection. We examine both sides of a transaction to aid in protecting files we’re receiving for the client, as well as files we’re sending to our client. We take care of the required Records Retention for all files long term. (Trust me, you **will** have client’s calling you years later asking for paperwork – Taxes, Closing Details, Property Taxes etc) We also take care of all the administrative duties required as well as provide additional marketing to our clients online, worldwide and via production.