Workflow Assistance

Command Compliance assistant is available for your transactions. These services are on a per transaction basis. The MC Tech Trainer, for a fee, will take your contract from your document software and into Command. Compensation will be paid at closing via your commission.

FEE: $ 85

PROCESS:

- Once you have a pending transaction, listing or buyer, you **must** email copies of **ALL** fully executed documents to the Market Center Tech Trainer (MCTT) Josh Bara, at josh@vermontkw.com - **this will be done within 48 hours of any pending transactions.**

- You must provide your KW Command Log-In ID and Password to your MCTT to have the ability to access your command account.

- You may continue to use any software to sign documents that you prefer for your client signatures (ie: DotLoop, DocuSign, Remine, etc) because you will be responsible in emailing all docs and items related to your transactions to the MCTT

- **ALL** executed documents,addenda, tests, receipts, etc., will be emailed to your MCTT throughout the duration of any transaction - this will allow for the MCTT to keep your command Opportunity up to date for compliance review purposes

- Fees shall be paid from your commission check once a transaction has closed, and your KW commission check is processed in the MCA office.

If you are with a KW team, discuss this program with your TL about payment responsibility