

## Commission Overview

Agent commission splits are determined by the agent's signed team agreement with PHT. For specific team lead sources, those splits are modified as set out here:

<https://docs.google.com/spreadsheets/d/1OBxQ0lootNMsCx9MlqxtuSHB-Vt3o9HOrz7Zb3hlupk/edit?usp=sharing>. In general, referral sources are paid off the top, then splits with PHT, then splits with eXp and any applicable eXp fees.

Our transaction coordinators (TCs) always instruct the closers to mail the commission checks to eXp and email a copy to us. The TC then uploads the scanned docs into eXp's system and they'll begin processing commission right away. Occasionally there's a mix-up and the closer doesn't send the right documents, but not very often.

PHT prepares a commission spreadsheet for every transaction, showing eXp how commission should be split between agents and PHT. This spreadsheet is uploaded to Skyslope. See sample here, both as PDF and as downloadable Excel spreadsheet: [link to Sample PHT Commission Spreadsheets button below].

Once eXp has processed the commission, they'll send the agent an email with the subject line "Notice of Transaction Completion." (See sample here: [link to Sample Notice of Transaction Completion button below].) These emails generated by eXp are sometimes confusing because they call things by different names and show the final percentage "splits" only after all fees are paid in different directions. eXp also sends a Payment Remittance Advice email to show agents the exact amount deposited in the agent's bank account.