

## Policy on Real Estate Commission Advances

**Effective Date:** September 5, 2024

### *Purpose*

This policy establishes the guidelines for managing real estate commission advances for agents at Weichert Realtors | Cornerstone. The company is committed to maintaining a clear understanding of the responsibilities concerning financial management for its agents.

### *Policy Statement*

Weichert Realtors | Cornerstone will not provide floating or upfront advancement of real estate commissions to agents. Agents are responsible for their personal finances, and it is not the company's responsibility to cover an agent's bills until their commission check clears. Agents are expected to manage their financial obligations independently and plan accordingly.

### *Commission Advances*

Agents have the option to receive a commission advancement under the following conditions:

1. **Advance Request Fee:** Agents may request a commission advance by paying a fee of \$25.
2. **Advance Period:** Upon paying the fee, agents are eligible for a commission check advancement of up to [Insert Number] days from the standard payment date.
3. **Request Procedure:** To request a commission advancement, agents must complete the Commission Advance Request Form and submit it to the designated finance personnel or department for processing.

4. **Approval Process:** All requests for commission advances are subject to approval by Weichert Realtors | Cornerstone. The company reserves the right to approve or deny any advance requests at its discretion.
5. **Limitations:** Commission advancements are only available for transactions that have closed and have all necessary documentation completed and approved. No advances will be made for pending or incomplete transactions.

### ***Agent Responsibilities***

Agents are responsible for understanding and complying with this policy. Any questions or concerns regarding commission advances should be directed to the appropriate finance personnel or department for clarification.

### ***Amendments***

Weichert Realtors | Cornerstone reserves the right to amend this policy at any time. Agents will be notified of any changes to this policy.

### ***Acknowledgment***

I, \_\_\_\_\_, have read and understand the Policy on Real Estate Commission Advances. I agree to adhere to the terms and conditions outlined in this policy.

**Agent Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_