

Back Office

Sample Reports

RE/MAX[®]



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TECHNOLOGIES

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Modified: 17/09/22

Re/Max Office

Monthly Billing Report - Closed Deals
From September 01, 2017 To September 30, 2017

OFC #: 1 Grid #:

Agent #	Agent Name	Y-T-D Comm.	Comm. Date	RE/MAX ID #	# of Ends	Billing Code	CF Fees	Special Assess.	Institu. Advert.	Total
987	Doe, Jane	5,700	01/01/2017	987654			75.00	0.00	75.00	150.00
123	Smith, John	3,000	01/01/2017	123456			75.00	0.00	75.00	150.00
Agent Count: 2							150.00	0.00	150.00	300.00

Re/Max Office
Business Activity Summary
From August 01, 2017 To August 31, 2017
Office #: 008-1 (Office)

Firm				Listing	Selling	Total
Date	Trans. #	Address	Volume	Side Commission	Side Commission	Commission
Residential						
08/01/2017	000001	123 First St	150,000.00	1.00	3,000.00	3,000.00
08/15/2017	000004	99 Fourth Rd	285,000.00	1.00	5,700.00	5,700.00
Residential Totals:			435,000.00	2.00	8,700.00	8,700.00
Report Totals:			435,000.00	2.00	8,700.00	8,700.00

RE/MAX Of Alaska
Business Activity Summary

Company Name: Re/Max Office

Office Number: 1
Sub-Office: 1

Month: 08
Year : 2017

	Residential	Commercial	Total
Total Firm Written Commissions for the Month:	8,700.00	0.00	8,700.00
Total Firm Written Transactions for the Month:	2.00	0.00	2.00
Total Firm Written Volume for the Month:	435,000.00	0.00	435,000.00

Re/Max Office
Closed Transaction Report - Closed Deals
From September 01, 2017 To September 30, 2017
Office #: 008-1 (Office)

Closing Date	Trans. #	Address	Listing		Selling		Total Volume
			Side	Volume	Side	Volume	
Residential Properties							
09/15/2017	000001	123 First St	1.0	150,000			150,000
09/15/2017	000004	99 Fourth Rd	1.0	285,000			285,000
Residential Totals:			2.0	435,000	0.0	0	435,000
Report Totals:			2.0	435,000	0.0	0	435,000

Number of Deals: 2

Re/Max Office

[2.M.4]

Agent Audit Report
From September 01, 2017 To September 30, 2017
Show All Team Members
Office #: 008-1 (Office)

Closing Date	Trans. #	Address	Listing		Selling		Total Volume
			Side	Volume	Side	Volume	
Commercial Properties							
987 - Doe, Jane							
09/30/2017	000003	987 Third Ave			1.0	650,000	650,000
			<u>0.0</u>	<u>0</u>	<u>1.0</u>	<u>650,000</u>	<u>650,000</u>
			Commercial Totals:	0.0	0	1.0	650,000
Residential Properties							
987 - Doe, Jane							
09/15/2017	000004	99 Fourth Rd	1.0	285,000			285,000
			<u>1.0</u>	<u>285,000</u>	<u>0.0</u>	<u>0</u>	<u>285,000</u>
123 - Smith, John							
09/15/2017	000001	123 First St	1.0	150,000			150,000
			<u>1.0</u>	<u>150,000</u>	<u>0.0</u>	<u>0</u>	<u>150,000</u>
			Residential Totals:	2.0	435,000	0.0	435,000
			Report Totals:	2.0	435,000	1.0	650,000
							1,085,000

Number of Deals: 3

Re/Max Office
RE/MAX LLC - Statistical Summary
From September 01, 2017 To September 30, 2017
Reg. #: 008 OFC. #: 1 Sub. #: 1 Office

Agent	Int'l ID#	Gross \$		Listing Side		Selling Side	
		Comm.	Sides	Volume \$	Sides	Volume \$	
Doe, Jane	987654	5,700.00	1.00	285,000.00	1.00	650,000.00	
Smith, John	123456	3,000.00	1.00	150,000.00	0.00	0.00	
Agent Count=		8,700.00	2.00	435,000.00	1.00	650,000.00	

Re/Max Office
Commission Summary Report - Closed Deals
From September 01, 2017 To September 30, 2017
Office #: 008-1 (Office)
Sorting By: Agent, Trans. #

Trans. #	Address	Close Class.	Date	Selling Price	Gross \$ Comm.	Listing Side		Selling Side	
						Sides	Volume \$	Sides	Volume \$
Commercial Properties									
Doe, Jane									
000003	987 Third Ave	B	09/30/2017	650,000.00	0.00	0.00	0.00	1.00	650,000.00
					0.00	0.00	0.00	1.00	650,000.00
				Commercial Totals:	0.00	0.00	0.00	1.00	650,000.00
Residential Properties									
Doe, Jane									
000004	99 Fourth Rd	C	09/15/2017	285,000.00	5,700.00	1.00	285,000.00	0.00	0.00
					5,700.00	1.00	285,000.00	0.00	0.00
Smith, John									
000001	123 First St	C	09/15/2017	150,000.00	3,000.00	1.00	150,000.00	0.00	0.00
					3,000.00	1.00	150,000.00	0.00	0.00
				Residential Totals:	8,700.00	2.00	435,000.00	0.00	0.00
				Report Totals:	8,700.00	2.00	435,000.00	1.00	650,000.00

Classification Codes:
D - Agent Double Ender
E - Appraisal Or Valuation Fee
C - Listing Side
A - Office Double Ender
H - Referrals
L - Residential Lease / Pm
B - Selling Side

Grand Totals - Ends: 3.00
- Volume: 1,085,000.00

Re/Max Office

RE/MAX Agent Award Report - Closed Deals
 From January 01, 2017 To September 30, 2017
 Office #: All Offices - Show All Team Members

Agent#	RE/MAX ID	Agent Name	Awards Commission	Executive \$50K - \$100K	100% \$100K - \$250K	Platinum \$250K - \$500K	Chairman \$500K - \$750K	Titan \$750K - \$1M	Diamond \$1M Plus			
987	987654	Doe, Jane	5,700.00									
123	123456	Smith, John	53,000.00	Qualified								
Agents Qualified :			<u>1</u>	<u>50.00%</u>	<u>0</u>	<u>0.00%</u>	<u>0</u>	<u>0.00%</u>	<u>0</u>	<u>0.00%</u>	<u>0</u>	<u>0.00%</u>
Agents On Target :			<u>0</u>	<u>0.00%</u>	<u>0</u>	<u>0.00%</u>	<u>0</u>	<u>0.00%</u>	<u>0</u>	<u>0.00%</u>	<u>0</u>	<u>0.00%</u>
Agents Not Qualifying :			<u>1</u>	<u>50.00%</u>	<u>2</u>	<u>100.00%</u>	<u>2</u>	<u>100.00%</u>	<u>2</u>	<u>100.00%</u>	<u>2</u>	<u>100.00%</u>
Total Agents In Office :			<u>2</u>	<u>100.00%</u>	<u>2</u>	<u>100.00%</u>	<u>2</u>	<u>100.00%</u>	<u>2</u>	<u>100.00%</u>	<u>2</u>	<u>100.00%</u>

Re/Max Office
RE/MAX Awards Report - Closed Deals
As Of September 30, 2017
All Agents

Agent #	Agent Name	RE/MAX ID	RE/MAX Start Date	Years of Service	Awards Commission	Hall of Fame \$1 Million	Lifetime Achievement \$3 M - 7 yrs	Circle of Legends \$10 M - 10 yrs			
987	Doe, Jane	987654	01/01/2017	0.75	5,700						
123	Smith, John	123456	01/01/2017	0.75	53,000						
Agents Qualified :						0	0.00%	0	0.00%	0	0.00%
Agents Not Qualifying :						2	100.00%	2	100.00%	2	100.00%
Total Agents In Office :						2	100.00%	2	100.00%	2	100.00%

* - Denotes agents who have qualified for the commissions, but not the years of service.

Re/Max Office

Monthly Volume & Commission Report

From September 01, 2017 TO September 30, 2017 - Office (1)
Office: 008-1 - Closed Transactions

Agent #	Agent Name		Listing Ends		Selling Ends		Listing Volume		Selling Volume		Commissions		
			Res.	Com.	Res.	Com.	Residential	Commercial	Residential	Commercial	Residential	Commercial	
Active Agents													
987	Doe, Jane - I	MTD:	1.00	0.00	0.00	1.00	285,000.00	0.00	0.00	650,000.00	5,700.00	0.00	
	ID #: 000000987654	YTD:	1.00	0.00	0.00	1.00	285,000.00	0.00	0.00	650,000.00	5,700.00	0.00	
123	Smith, John - I	MTD:	1.00	1.00	0.00	0.00	150,000.00	1,000,000.00	0.00	0.00	3,000.00	50,000.00	
	ID #: 000000123456	YTD:	1.00	1.00	0.00	0.00	150,000.00	1,000,000.00	0.00	0.00	3,000.00	50,000.00	
Active Totals:			MTD:	2.00	1.00	0.00	1.00	435,000.00	1,000,000.00	0.00	650,000.00	8,700.00	50,000.00
			YTD:	2.00	1.00	0.00	1.00	435,000.00	1,000,000.00	0.00	650,000.00	8,700.00	50,000.00
Team MTD:			0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Team YTD:			0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Report Totals:			MTD:	2.00	1.00	0.00	1.00	435,000.00	1,000,000.00	0.00	650,000.00	8,700.00	50,000.00
			YTD:	2.00	1.00	0.00	1.00	435,000.00	1,000,000.00	0.00	650,000.00	8,700.00	50,000.00
Team MTD:			0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Team YTD:			0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	

Team Statuses

- I Independent
- TM Team Member
- TL Team Leader

Re/Max Office
Statistics Summary Report
From January 01, 2017 To September 30, 2017
Commercial Properties - Closed Deals

Agent Name	TM	Int'l ID#		Gross \$	Listing Side		Selling Side		Broker Fee Remitted
				Comm.	Trans.	Volume \$	Trans.	Volume \$	
Doe, Jane	I	987654	Com. MTD:	0.00	0.00	0.00	1.00	650,000.00	0.00
			Com. YTD:	0.00	0.00	0.00	1.00	650,000.00	
Smith, John	I	123456	Com. MTD:	50,000.00	1.00	1,000,000.00	0.00	0.00	500.00
			Com. YTD:	50,000.00	1.00	1,000,000.00	0.00	0.00	

Re/Max Office
Statistics Summary Report
From January 01, 2017 To September 30, 2017
Residential Properties - Closed Deals

Agent Name	TM	Int'l ID#		Gross \$	Listing Side		Selling Side		Broker Fee Remitted
				Comm.	Trans.	Volume \$	Trans.	Volume \$	
Doe, Jane	I	987654	Res. MTD:	5,700.00	1.00	285,000.00	0.00	0.00	57.00
			Res. YTD:	5,700.00	1.00	285,000.00	0.00	0.00	
Smith, John	I	123456	Res. MTD:	3,000.00	1.00	150,000.00	0.00	0.00	30.00
			Res. YTD:	3,000.00	1.00	150,000.00	0.00	0.00	

Total Broker Fee Remitted:

587.00

Month-To-Date Totals

Current Res. Subtotal:	8,700.00	2.00	435,000.00	0.00	0.00
Current Com. Subtotal:	50,000.00	1.00	1,000,000.00	1.00	650,000.00
Current Regular Total:	58,700.00	3.00	1,435,000.00	1.00	650,000.00
Current Team Res. Subtotal:	0.00	0.00	0.00	0.00	0.00
Current Team Com. Subtotal:	0.00	0.00	0.00	0.00	0.00
Current Team Total:	0.00	0.00	0.00	0.00	0.00

Year-To-Date Totals

Current Res. Subtotal:	8,700.00	2.00	435,000.00	0.00	0.00
Current Com. Subtotal:	50,000.00	1.00	1,000,000.00	1.00	650,000.00
Current Regular Total:	58,700.00	3.00	1,435,000.00	1.00	650,000.00
Current Team Res. Subtotal:	0.00	0.00	0.00	0.00	0.00
Current Team Com. Subtotal:	0.00	0.00	0.00	0.00	0.00
Current Team Total:	0.00	0.00	0.00	0.00	0.00

RE/MAX Monthly Statistics

For the Month of September, 2017

Please fill out completely and return
no later than the 5th of the month

Office Name: Re/Max Office

Office No: 1
Office City / State: Cambridge, AK

COMMERCIAL ONLY

Closed Transactions:

Commission: Total Commission for the month - [Office Total (Including Referrals Received)] **Dollar:** \$50,000.00

Total Gross commission
Reported should agree with
Commissions allocated to ALL
associates within this Office

Listings Sold: Number and dollar volume of all closings for the month where one of your associates was the listing agent. **#** 1.00 **Volume:** \$1,000,000.00

Sales: Number and dollar volume of all closings for the month where one of your associates was the selling agent. **#** 1.00 **Volume:** \$650,000.00

Volume: \$1,650,000.00

Note: If any property was both listed and sold by an associate(s) in your office it is counted as one (1) in both the "Listings Sold" and "Sales" columns and the full dollar volume (selling price) is added to both columns.

Referral Income: Total Monthly Dollars generated by RE/MAX Referrals Only **\$0.00**

Completed by: _____ Date: September 21, 2017

RE/MAX Monthly Statistics

For the Month of September, 2017

Please fill out completely and return
no later than the 5th of the month

Office Name: Re/Max Office

Office No: 1

Office City / State: Cambridge, AK

RESIDENTIAL ONLY

Closed Transactions:

Commission: Total Commission for the month - [Office Total (Including Referrals Received)] **Dollar:** \$8,700.00

Total Gross commission
Reported should agree with
Commissions allocated to ALL
associates within this Office

Listings Sold: Number and dollar volume of all closings for the month where one of your associates was the listing agent. **#** 2.00 **Volume:** \$435,000.00

Sales: Number and dollar volume of all closings for the month where one of your associates was the selling agent. **#** 0.00 **Volume:** \$0.00

Volume: \$435,000.00

Note: If any property was both listed and sold by an associate(s) in your office it is counted as one (1) in both the "Listings Sold" and "Sales" columns and the full dollar volume (selling price) is added to both columns.

Referral Income: Total Monthly Dollars generated by RE/MAX Referrals Only **\$0.00**

Completed by: _____ Date: September 21, 2017

Re/Max Office

Closed Transaction Summary Report

From September 01, 2017 To September 30, 2017

Sorted By: Address For Office: , Commercial Properties

Close Date	Trans. #	Address	Ends		Volume		Commission		
			Listing	Selling	Listing	Selling	Listing	Selling	
09/01/2017	000005	12 Fifth Circle	1.00	0.00	1,000,000.00	0.00	50,000.00	0.00	
09/30/2017	000003	987 Third Ave	0.00	1.00	0.00	650,000.00	0.00	0.00	
Number of Deals: 2			Report Totals:		1.00	1.00	1,000,000.00	650,000.00	50,000.00

Re/Max Office

Closed Transaction Summary Report

From September 01, 2017 To September 30, 2017

Sorted By: Address For Office: , Residential Properties

Close Date	Trans. #	Address	Ends		Volume		Commission	
			Listing	Selling	Listing	Selling	Listing	Selling
09/15/2017	000001	123 First St	1.00	0.00	150,000.00	0.00	3,000.00	0.00
09/15/2017	000004	99 Fourth Rd	1.00	0.00	285,000.00	0.00	5,700.00	0.00
Number of Deals: 2		Report Totals:	<u>2.00</u>	<u>0.00</u>	<u>435,000.00</u>	<u>0.00</u>	<u>8,700.00</u>	<u>0.00</u>

Re/Max Office
Upload Closed Transaction
 As of September 30, 2017
 For Office:

Agent Name - RE/MAX ID	Side	Close Date	Trans.	Address	Type	Volume	Listing Side	Selling Side	Listing Comm.	Selling Comm.
The following closed transactions will be uploaded.										
Office (RE/MAX Office #: Unknown)										
John Smith	L	09/15/2017	000001-A	123 First St	RES	150,000.00	1.00	0.00	3,000.00	0.00
Jane Doe	S	09/30/2017	000003-A	987 Third Ave	COM	650,000.00	0.00	1.00	0.00	0.00
Jane Doe	L	09/15/2017	000004-A	99 Fourth Rd	RES	285,000.00	1.00	0.00	5,700.00	0.00
John Smith	L	09/01/2017	000005-A	12 Fifth Circle	COM	1,000,000.00	1.00	0.00	50,000.00	0.00

Re/Max Office

OPERATION RE/MAX Quarterly Office Tracking

Reporting Quarter:

- 1st Quarter (Jan - Mar) 2017
- 2nd Quarter (Apr - Jun) 2017
- 3rd Quarter (Jul - Sep) 2017
- 4th Quarter (Oct - Dec) 2017

Office Name: Re/Max Office
Office Address: 123 Re/Max Streest
Office City: Cambridge
Office State: AK
Office/Broker/Manager Email: nkravchenko@lwolf.com
Office Phone #: (888)777-5555
Office Number: 1
RE/MAX Region: 008 - Alaska

How many people joined your office in each capacity for reporting quarter:

Employees (Unlicensed Assistants, Office Staff, Salaried Recruiter, etc.)	0
Licensed Assistants	0
Licensed Associates (Individual or part of team)	0
Relocation Specialists	
Other	0

Total Number of transactions (#) completed this reporting quarter by all Operation RE/MAX Associates: 0.00
 (Can itemize by person if preferred)

Total Gross Volume Sold (\$) this reporting quarter by all Operation RE/MAX Associates: 0.00
 (Can itemize by person if preferred)

If known, how many (#) of these transactions were military related moves: _____

If known, how many (#) of these transactions were referral military related moves: _____

Did you participate in DoD and Base Sponsored Career Fairs for reporting quarter? Yes No

If yes,

how many events: _____

how many prospects attended: _____

how many prospects or appointments did you receive from event(s): _____

If no, were there any scheduled Operation RE/MAX Career Fairs held that you did not participate in: Yes No

Did you participate in any "60 Minutes with RE/MAX"? Yes No

If yes,

how many events: _____

how many prospects attended: _____

how many prospects or appointments did you receive from event(s): _____

If no, were there any scheduled Operation RE/MAX "60 minutes with RE/MAX", held by the region, that you did not participate in: Yes No

Comments: _____

Signature: _____