RADIUS

Radius Outbound Referral Process

Congratulations on your new outbound referral! This guide delineates the process for managing referrals within Radius. As always, if you have any questions please reach out to us at support@radiusagent.com. Happy Transacting!

Noteworthy Highlights

- It's best to keep in touch with the agent that you've referred this business to
- You will need to create a transaction in your Radius Office App and complete your checklist in SkySlope for your referral
- For the fastest way to receive payment on outgoing referrals you will need the following info for your file:
    - Property Address, Purchase Price, Gross Commission Amount Due to Radius (This is based on the amount the recipient broker is receiving [for example 2.5% of the purchase price would be typical]) and Escrow Contact Information.

- **Step 1: Complete Your Referral Agreement**
    - Once you have agreed on the referral fees and terms with the receiving agent and all applicable parties have signed the agreement, you are ready for Radius Broker signatures. Please send a request with the agreement attached to support@radiusagent.com. Our support team will assist in obtaining your Radius Broker's e-signatures.
    - Once the Referral Agreement is fully executed and signed by all applicable parties, including the Managing Brokers from both brokerages, and the principal has an accepted offer, you may proceed to Step #2

- **Step 2: Submitting Your Referral To Radius Office**

  Here is a tutorial on How To Submit A Referral File
    - Once the recipient agent's client is officially in escrow, please create your referral file in Radius Office, preferably within 48 hours of acceptance.
    - Please be sure to update the SkySlope file with the following:
        - Seller, Buyer & Co-Op Agent Contact Info: Please enter as much info as you have. For any info you don't have, but SkySlope requires to proceed, please complete by inputting "NA" or "TBD"
        - Escrow Contact Info: Please provide this info so we may provide escrow with our CDA and ensure that we are aligned on the gross commission amount as well as our wire info. *If you do not provide us with escrow info then you will*

be responsible for ensuring escrow has the correct referral fee amount as well as Radius' disbursement info.

- Commission: Please enter the commission percentage for the recipient agent and the accurate purchase price to ensure the gross commission is calculated correctly. In the "Additional Commission Info" section, please note your referral fee percentage or flat fee and any other pertinent information for your CDA.

- **Step 3: Document Checklist**
  - Please add the required documents to your checklist in SkySlope. Once all documents are loaded and marked as complete, your Radius Auditor will archive the file.

- **Step 4: CDA-Commission Disbursement Authorization**
  - We will issue a CDA for your referral that will instruct escrow to wire the gross referral fee amount to Radius. The CDA will be generated and sent to you and your Team Lead (if applicable) for signatures via DocuSign and uploaded to your SkySlope file.
  - If you did not provide the escrow info in the SkySlope file then you will be responsible for ensuring escrow has the correct referral fee amount as well as Radius disbursement info or a copy of the CDA.
  - Radius' Disbursement Info:

    Wire To:
    Agentdesks Incorporated
    Chase Bank Account Number: 932588178
    Routing Number: 021000021

    Checks: We do not typically accept paper checks but if they insist - check has to be made out to Radius Agent, and be mailed to: 1160 Battery St East Suite 100, c/o Spaces Levis Plaza, San Francisco, CA 94111. Please request a tracking number for the envelope.

- **Step 5: Payment Process**
  - We will reach out to you to set up payment arrangements, once the gross commission has been received, your SkySlope file has been approved by your Auditor, and you have approved your CDA.

As always, if you have any questions please reach out to us at Radius Support.