Conveyancing FAQ’s @ The Real Estate District

How to check your Annual Revenue Summary

- Click on “Reports”
- Change the date range for the entire year
- Change the Filter type to either “Paid,” “Forecast” OR “Paid AND Forecast”
- Click Go to receive your Annual Report on the filter type you selected.

Monthly Brokerage Billing Process

- Towards the end of each month you will receive an email stating that you have a statement available. When you log into Deal Manager, the amount owing will be on your home page.
- You can access the statement under the **reports tab > statements.**
- Provided you don’t have any questions about the amount on your statement, it will be charged to your card or withdrawn from your account **on the 15th of the following month**, (or the next business day if the 15th falls on a weekend/holiday).

- The statements work like a credit card, so once the payment is posted on/around the 15th of each month, the amount will drop off of your home page, and the payment will show up on the next month’s statement.

If you have any questions about the billing or reporting in Deal Manager, please don’t hesitate to reach out to Leanne at conveyancing@therealestatesitrict.ca

How to Check Your Commissions on a Deal

There are 2 ways to verify your commissions in Deal Manager.

1. **Deal Specific** - On the home page of Deal Manager, look for the Quick Reports box.
    a. You will see numbers in the various sections that are hyperlinked, allowing for quick access to your active listings and deals.

b. Clicking on the hyperlinked number will take you to a screen that has a list of your conditional or firm deals.
c. From that screen, click on the hyperlinked number that starts with the letter D (example D211000). That will open up the deal itself where you can see all of your documents and additional details.
d. Below the contact names, there is a reports box. Click on Deal Details to open up a PDF that will show your commissions as they are entered into the system.
e. Should you spot any discrepancies, please reach out to conveyancing@therealestatedistrict.ca as soon as possible. This document is in "real time" so as soon as any changes are made, re-opening the Deal Details PDF will show the updated information.

2. **Multiple or Deal Specific** - Click on the reports tab on the top navigation menu.

- Use the Status box to select which view you are looking for - multi select to view firm, closed, conditional, etc. (the default has these pre-selected)
- Use the "*Date From" and "To"* boxes to select the date range you want to look at.
- Use the Date Type box to change the view to look at deals either by sold date, possession, firm, etc.
- A summary will display on the screen with an option to download a PDF version.

How to Pull your T4A Slip:

- Click "Reports" in top Column
- On the far right click T4A Slips
- Select "Year"
- Click "Go"

Issues Logging into Deal Manager

- Use this link to access your DealManager Login Portal: https://web.enviromint.com/Login?ReturnUrl=%2F
- Please email conveyancing@therealestatedistrict.ca if you have any issues logging in.