

Conveyancing FAQ's @ The Real Estate District

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- Provided you don't have any questions about the amount on your statement, it will be charged to your card or withdrawn from your account **on the 15th of the following month**, (or the next business day if the 15th falls on a weekend/holiday).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@therealestatedistrict.ca

How to Check Your Commissions on a Deal

- Click on the Reports tab on the top navigation menu.
- Click on Revenue Summary.
- Use the "Date From" and "To" boxes to narrow down or leave as is.
- Use the filter drop down to select with "Paid, Forecast, or Paid and Forecast".
- A summary will display on the screen with an option to download a PDF version.
- This view will show you any splits or deductions coming from each deal.
- Tip – run this report at the end of the calendar year or adjust the dates to align with your corporation year end, for the yearly summary of your payments and deductions.

Annual Statement for Brokerage Related Fees

- Click on the Reports tab on the top navigation menu.
- Click on Annual Statement

- Select the year, and click on Go
- View or download a PDF for your year end accounting
- Tip – if incorporated, you may need to run 2 reports to encompass your specific corporate “year”

How to Access a Payment EFT Stub

- Click on the Reports tab on the top navigation menu.
- Click on Payment.
- Use the drop down menu to select the date and amount of the payment.
- Click on Go to view or download.

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.