Creating a Greensheet

Buyer Side Transaction
Seller Side Transaction
Submitting a Greensheet

A Greensheet must be completed for every transaction. A KW listing must be first entered into the KWLS, and then accepted by the designated person in your market center before you can access the online Greensheet.

When you are ready to complete a Greensheet, please have the following items on hand:

- **Fully executed, signed sales contract**
- **Other addenda pertaining to the property as required by your state and your Market Center for the Team Leader's (or designated Greensheet reviewer's) acceptance**

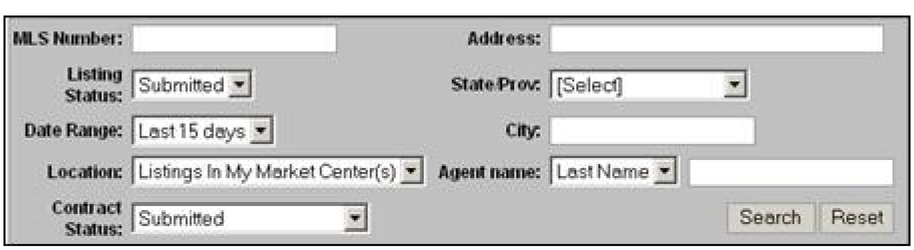
Buyer Side Transaction

KW Listing

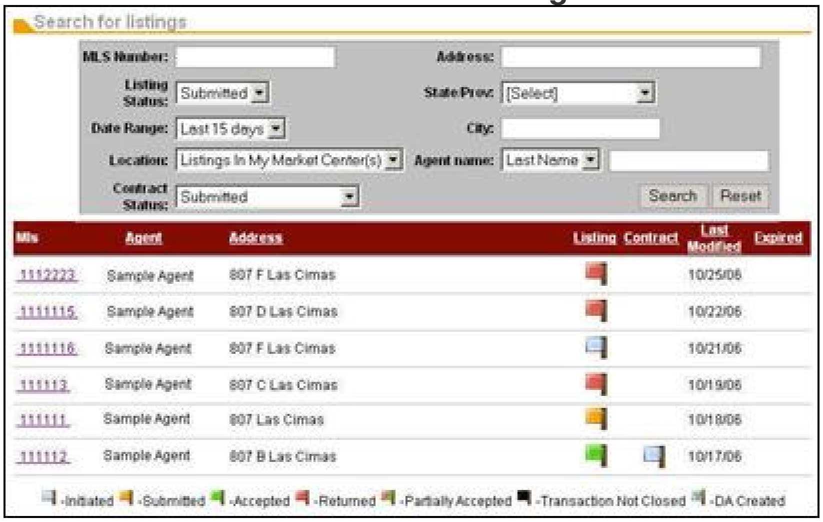
1. Click **Create Buyer Side Transaction** from the **Listings Menu,** and then click **KW Listing**.

   The **Search for Listings** screen will appear.

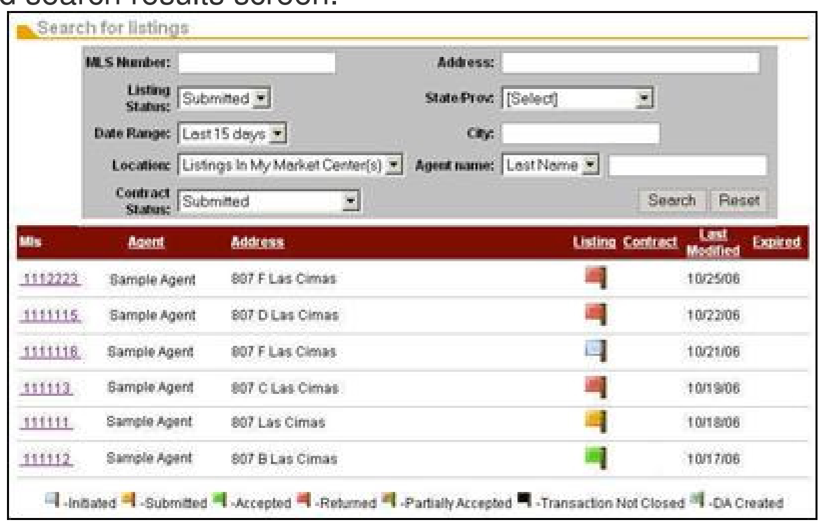
2. Complete one of the fields, and then click the **Search** button to verify that a Greensheet has not been created yet for this listing.



If a Greensheet has been created, a status flag will appear in the **Contract** column for this listing on the displayed search results screen. Continue to **Submitting a Greensheet**.



If a Greensheet has not been created, a status flag will only appear is the **Listing** column for this listing on the displayed search results screen.



3. Click on the listing link located in the **MLS** column. The **Listing Details** screen will appear.

4. Click the **Greensheet** button, which is located at the bottom of the **Listing Details** screen of the opened listing.

The **Greensheet** screen will appear.

5. Complete the appropriate fields based on your transaction. Fields in **red** font are required and must be completed before you can save the Greensheet.

Please see the table below for detailed field descriptions.

Greensheet	
Field	**Description**
General Information	
Close Date	Click on the calendar icon, and then select the date this closing was funded. If entering a new Greensheet, enter the expected date this closing will fund.
Contract Date	Click on the calendar icon, and then select the date of the signed contract. In order for the Greensheet to be accepted by the MC, this date needs to be in the current period of the local WinMORE system.
Type/Class/Source	
Type	Click the arrow on the drop-down list, and then select one of the Type options. (An example of the "Other" option is a personal transaction with $0 company dollar.)
Class	Click the arrow on the drop-down list, and then select one of the Class options. This

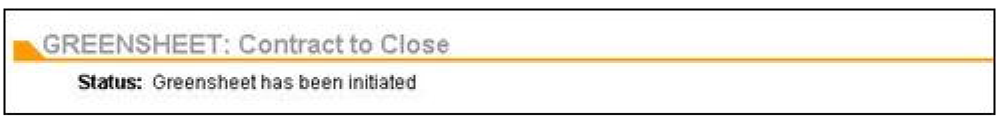
	field details additional information about the transaction.
Listing Side	Click the arrow on the drop-down list, and then select one of the Listing Side options. This field denotes the marketing source; how you obtained the listing.
Selling Side	Click the arrow on the drop-down list, and then select one of the Selling Side options. This field denotes the marketing source; how you obtained the listing.
Property	Click the arrow on the drop-down list, and then select one of the Property options.
Property	
MLS #	Enter the number obtained from your local Multiple Listing Service (MLS), if not already pre-populated.
MLS Area	Area identifier from the local MLS map, if not already pre-populated.
Street #	Enter the physical street number of the property being sold, if not already pre-populated.
Street Name	Enter the street name of the property being sold, if not already pre-populated.
City	Enter the city of the property being sold, if not already pre-populated.
State/Province	Enter the state or province of the property being sold, if not already pre-populated.
Zip/Postal Code	Enter the state or postal code of the property being sold, if not already pre-populated.
County	Enter the county of the property being sold, if not already pre-populated.
Subdivision	Enter the name of the subdivision where the property is located.
Map Grid	Enter the map grid information (used by your MLS or from a MAPSCO) for the property, if applicable.
Buyer	
Salutation	Click the arrow on the drop-down list, and then select one of the Salutation options.
Buyer	Enter the first and last name of the buyer. Enter the name in this specific format: fist name first, then middle name, and then last name.
Address	Enter the current address or post office box of the buyer.
City	Enter the current city of the buyer.
State/Province	Click the arrow on the drop-down list, and then select the current state/province of the buyer.
Zip/Postal	Enter the current zip/postal code of the buyer.
Phone	Enter the phone number of the buyer.
Fax	Enter the fax number of the buyer.
Will Owner Occupy	Click in the appropriate radio button to select if the buyer will occupy the property.
Seller	
Salutation	Click the arrow on the drop-down list, and then select the appropriate salutation.
Seller	Enter the first and last name of the seller. Enter the name in this specific format: fist name first, then middle name, and then last name.
Address	Enter the physical street address or post office box where the seller is moving.
City	Enter the city where the seller is moving.
State/Province	Click the arrow on the drop-down list, and then select the current state/province of the seller.
Zip/Postal	Enter the zip/postal code where the seller is moving.
Phone	Enter the phone number of the seller.
Fax	Enter the current fax number of the seller.
Co-Broker	
Company Name	Enter the company name of the broker on the other side of this transaction.
Agent Name	Enter the first and last name of the agent at the co-broker's office.
Address	Enter address/post office box of the co-broker.
City	Enter the city of the co-broker.
State/Province	Click the arrow on the drop-down list, and then select the state/province of the co-broker.
Zip/Postal	Enter the zip/postal code of the co-broker.
Phone	Enter the phone number of the co-broker.
Fax	Enter the fax number of the co-broker.
Amount MC to Pay Co-	Enter the dollar amount that will be paid to the co-broker by your MC. Only enter an

Broker	amount if your MC is paying the co-broker.
Tax ID#	Enter the Tax ID number of the co-broker, if applicable in your state/province. Contact your local real estate governing authority if you are not certain if this applies in your area.
Have you talked to this agent about Keller Williams?	Click in the appropriate radio button to select if you have talked to this agent about joining Keller Williams.
Why not?	Enter a reason why you have not talked to this agent about joining Keller Williams.
Would be want this agent on our team?	Click in the appropriate radio button to select if you would want this agent on our team.
Why?	Enter a reason explaining your answer as to whether or not you would want this agent to be on our team.
Mortgage Company	
Company Name	Click on the arrow of the drop-down list, and then select the name of the mortgage company. Enter the full mortgage company name if it is not listed.
Address	Enter the address or post office box for this mortgage company.
City	Enter the city where this mortgage company is located.
State/Province	Click the arrow on the drop-down list, and then select the state/province where this mortgage company is located.
Zip/Postal	Enter the zip/postal code for this mortgage company.
Phone	Enter the phone number of this mortgage company.
Fax	Enter the fax number of this mortgage company.
Loan Number	Enter the loan number, if applicable.
Loan Amount	Enter the amount of the loan, if applicable.
Loan Officer	Enter the first and last name of the loan officer.
Loan Type	Click on the arrow of the drop-down list, and then select the type of the loan.
Closing Company	
Close File ID#	Enter the close file ID#.
Company Name	Enter the full name of the closing company.
Company Type	Click on the arrow of the drop-down list, and then select the company type.
Address	Enter the closing company’s address or post office box.
City	Enter the closing company’s city.
State/Province	Click on the arrow of the drop-down list, and then select the closing company’s state/province.
Zip/Postal	Enter the zip/postal code of the closing company.
Phone	Enter the phone number of the closing company.
Fax	Enter the fax number of the closing company.
Closing Officer	Enter the first and last names of the closing officer.
Home Warranty Information	
Who is paying for Warranty?	Enter the name of the person who will pay for the home warranty policy fee.
Warranty Provider	Enter the name of the warranty provider.
Warranty ID#	Enter the warranty ID number.
Address	Enter the address or post office box of the warranty provider.
City	Enter the city of the warranty provider.
State/Province	Click on the arrow of the drop-down list, and then select the closing warranty provider’s state/province.
Zip/Postal	Enter the zip/postal code of the warranty provider.
Earnest/Escrow Money Information	
Earnest/Escrow Money Held By	Enter the name of the company that is currently holding the funds received from the buyer.
Amount	Enter the amount of the earnest/escrow funds.
Notes	
	Enter any additional notes that you want to include regarding the transaction.
Property Address	

Sale Price	Enter the purchase price of the property as reflected on the sales contract in numerals only—no commas.
Commission Percentage	Enter the commission percent of either the listing and/or sale, if applicable. The designated person in your MC will select the appropriate radio button.
Commission Flat	Enter the commission dollar amount in numerals only (no commas) of either the listing and/or sale, if applicable. If you have a percentage on one side and a flat commission on the others side of the transaction, calculate the flat commission amount for both sides and enter that amount. The designated person in your MC will select the appropriate radio button.
Associate Detail Page 1	
MORE ID	Click the magnifier icon to open the Associate Search window, and then select the associate's MORE ID.
KW Associate Name	This field will be pre-populated after the MORE ID field is completed.
Associate Role	Click on the arrow of the drop-down list, and then select one of the associate role options.
Type	Click on the arrow of the drop-down list, and then select one of the type options.
Class	Click on the arrow of the drop-down list, and then select one of the class options.
Agency	Click on the arrow of the drop-down list, and then select one of the agency options.
Listing Unit	Enter the listing unit amount (in numerals) only if the type is a listing or both. Leave filed blank for all other types. The listing side of a transaction represents one unit. If you have multiple associates, the total listing units should be equal to one (1) unit.
Sales Unit	Enter the listing unit amount (in numerals) only if the type is a listing or both. Leave filed blank for all other types. The listing side of a transaction represents one unit. If you have multiple associates, the total listing units should be equal to one (1) unit.
Associate Written Volume	This field is auto-populated: (**price** multiplied by **listing unit**) + (**price** multiplied by **sales unit**)=**Associate Written Volume**
Gross Commission	This field is auto-populated.
Outside Referral	Enter the percentage of gross commission paid to an outside referral (someone outside your MC) in numerals only.
Concession to Buyer or Seller	Enter the amount in numerals only (approved by the TL) the MC has agreed to be taken out of gross commission as a concession to close the transaction.
Bonus/Admin Fee	Enter the amount in numerals only to be paid in addition to the gross commission by the buyer or seller as a bonus or administration fee.
--split with MC or 100% to agent	Click on the arrow of the drop-down list, and then select one of the two options. Select if the bonus/admin fee will be shared with the MC or paid to 100% to the associate.
Subtotal	This field is auto-populated: (**Gross Commission** subtracted by **Outside Referral** subtracted by **Concession to Buyer or Seller + Bonus/Admin**)
% Assoc. Commission Split	Enter your commission split percentage with the MV in numerals only.
Assoc. Commission Subtotal	This field is auto-populated: **Subtotal** multiplied by **% Assoc. Commission Split (Gross Commission** subtracted by **Outside Referral** subtracted by **Concession to Buyer or Seller)** multiplied by **% Assoc. Commission Split + Bonus**
Royalty Rate	This field is auto-populated: **Subtotal** multiplied by **Royalty Rate** multiplied by **Agent (A) Cap.**
Capped on FR?	Select if you believe you have capped on associate royalty and no longer are required to pay this.
Associate Royalty	This field is auto-populated: **Gross Commission** multiplied by **Royalty Rate** multiplied by **Agent (A) Cap.**
Associate Licensing	This field will be available in the future.
Inside Referral	Enter the amount that another associate agrees to pay another associate within your MC. Make sure you indicate which associate(s) are paying and which associate(s) are receiving the referral amount.
Associate 1099/T4 Income	This field is auto-populated: **Associate Commission** subtracted by **Associate Royalty** added/subtracted by **Inside Referral Amounts.**
KW Cares	Enter the KW Cares donation amount (in numerals only) to be deducted from your commission.
Buyer's Home Warranty	Enter the buyer's home warranty amount in numerals only.

Other Deductions	Enter any other deductions to be paid in numerals only.
Net Commission	This field is auto-populated: (if the **% Assoc. Commission Split** is less than zero, then use the **Inside Referral** amount**;** if it is more than zero, subtract **% Assoc. Commission Split, Assoc. Commission Subtotal, Associate Royalty, Inside Referral, KW Cares, Other Deductions, Buyer's Home Warranty.**
Outside Referrals	
Broker/Company Name/Agent	Enter the name of outside referral person's broker, company or agent.
Dollar Amount	Enter the amount of the referral to be paid in numerals only.
Paid By: Associate	Select the associate that will pay the referral amount.
Tax ID#	Enter Tax ID # in numerals only of the outside referral person.
Address	Enter the address of the outside referral person.
City	Enter the city of the outside referral person.
State/Province	Enter the state/province of the outside referral person.
Zip/Postal	Enter the zip/postal code of the outside referral person.
Phone	Enter the phone number of the outside referral person.
Fax	Enter the fax number of the outside referral person.
Email	Enter the email address of the outside referral person.

6. Click the **Save** button to save your Greensheet information. Make sure **Greensheet has been initiated** message displays in the Status section on top of the screen.



Seller Side Transaction

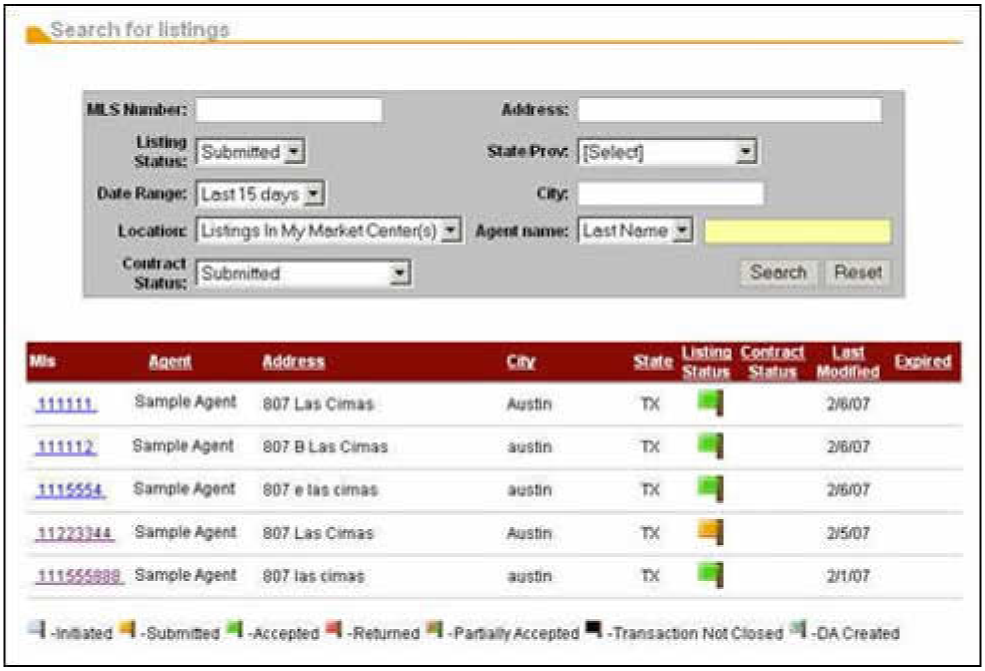
If you need to edit one of your listings, you can easily revise the listing details or listing features (open house, virtual tour, listing link, or image) at any time.

Editing the Listing Details

You can edit a listing detail and save your changes in a few simple steps.

1. Click **Search for Listings** on the **Listing Menu**.

2. Click on the link in the **MLS** column for the listing you want to edit.

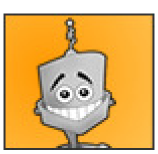


The listing record will appear on the screen.

3. Click the **Edit** button located at the bottom of the listing record to edit the listing details.

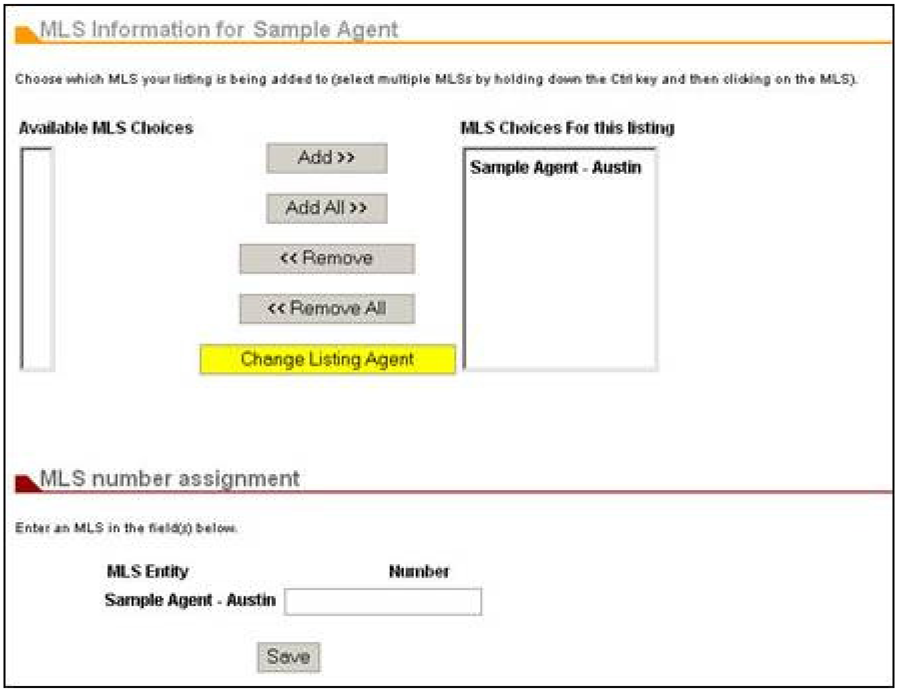
The **Edit Listing Detail** screen will appear.

4. Edit one or more of the listing details fields, and then click the **Next** button located at the bottom of the screen to save your listing changes. Make sure the **Listing was saved successfully** message displays on the screen.



Tips and Tricks: Click the Back button to return to the View listing information screen.

The **MLS Information for Agent** screen will appear.



5. Confirm the MLS information associated with the listing is correct, and then click the **Save** button.

If the MLS information for the listing is incorrect:

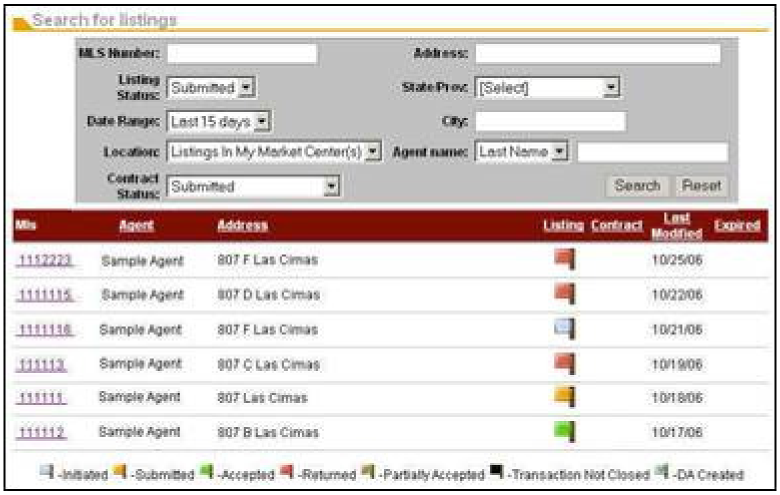
- Click one or more of **Available MLS Choices** to select the MLS where you have already entered this listing, and then click the **Add** or **Add All** button. You can similarly use the **Remove** or **Remove All** button to remove the MLS from the listing.
- Clicking the **Change Listing Agent** button will open a new screen that will allow you to search for the agent (by either the first or last name) for which you wish to assign the listing . After locating the agent, simply click on the agent's name to select it, and then click the **Select** button to save your new listing agent selection.
- Enter the MLS number for the listing you are creating in the **Number** field for the appropriate MLS entity, and then click the **Save** button.

Editing the Listing Features

To edit a listing feature, you will need to first remove the incorrect listing feature, and then add or upload a new listing feature.

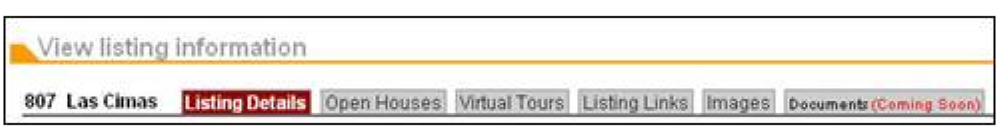
1. Click **Search for Listings** on the **Listing Menu**.

2. Click on the link in the **MLS** column for the listing you want to edit.

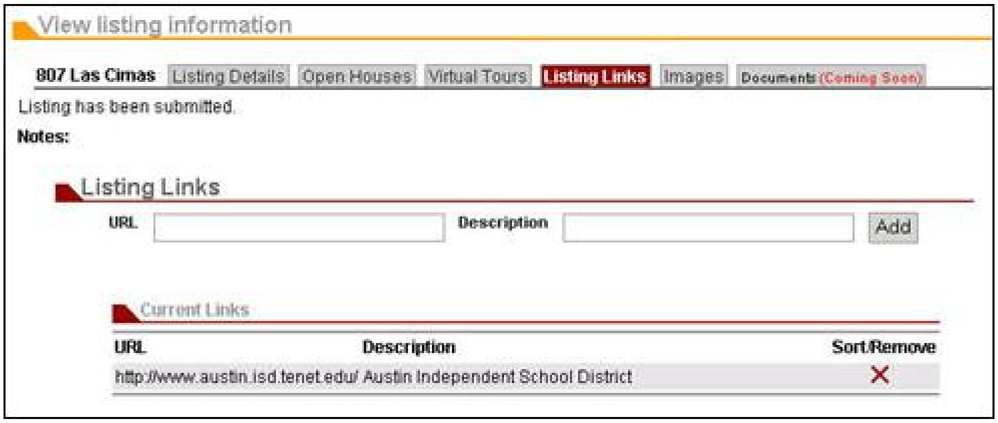


The listing record will appear on the screen.

3. Click the appropriate tab to go to that section of the listing feature on the **View Listing Information** screen.



The appropriate listing feature section will appear. The image below shows the **Listing Links** feature.



4. Click the remove icon to delete the feature item (open house, virtual tour, listing link, or image) from your listing. Make sure a message displays at the top of the screen indicating it was successfully removed.

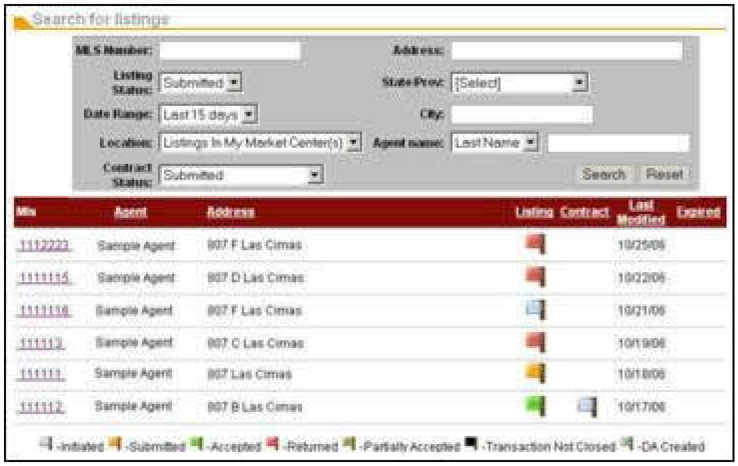
5. Create or select a new listing feature, and then click the **Add** button or **Upload** button to add/upload and save the listing feature you have created. Make sure a message displays at the top of the screen indicating it was successfully added or uploaded and that the listing feature displays in the **Open Houses**/**Virtual Tours**/**Listing Links**/**Current Photos** section.

Submitting a Greensheet

Before you submit your Greensheet for acceptance, ensure that all of the information saved in the Greensheet is correct. To open a saved Greensheet, you must first go the Search for Listings screen.

Editing a Greensheet

1. Complete one of the fields, and then click the **Search** button to locate your listing.



2. Click on the MLS Number link located in the **MLS** column. The **Listing Details** screen will appear.

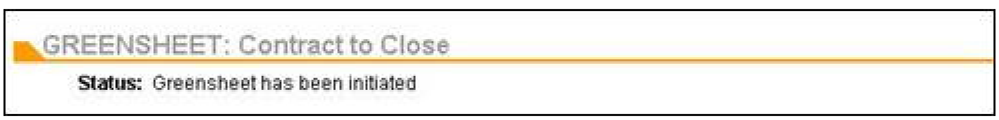
3. Click the **Greensheet** button, which is located at the bottom of the **Listing Details** screen of the opened listing.

The existing **Greensheet** screen will appear.

4. Verify all the information on the Greensheet is correct. If you need to edit any information, do so by updating the specific fields with the correct information.

5. Click the **Save** button to save the updated Greensheet.

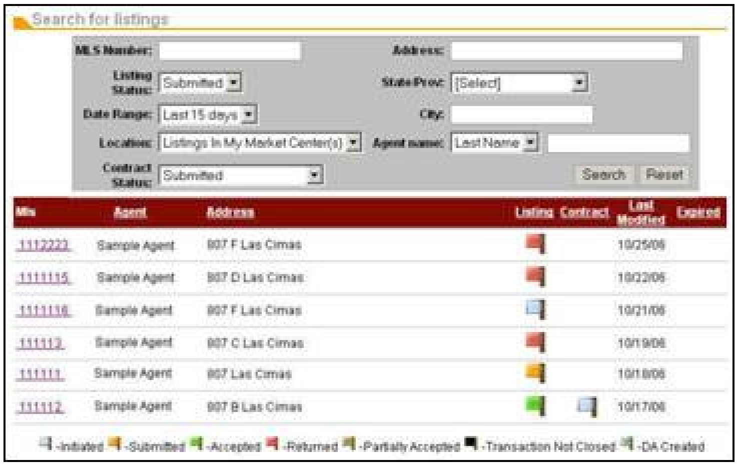
Make sure the message **Greensheet has been initiated** displays in the **Status** section on top of the screen.



Submitting a Greensheet

When you have confirmed that all the information saved in the Greensheet is correct and you are ready to submit the listing, open the saved Greensheet by accessing the Search for Listings screen.

1. Complete one of the fields, and then click the **Search** button to verify to locate your listing.



2. Click on the listing link located in the **MLS** column. The **Listing Details** screen will appear.

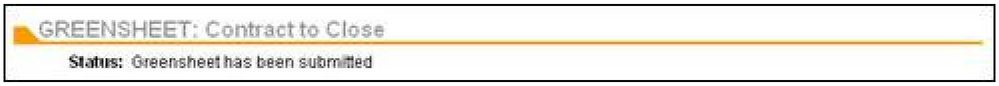
3. Click the **Greensheet** button, which is located at the bottom of the **Listing Details** screen of the opened listing.

The **Greensheet** screen will appear.

4. Verify all the information on the Greensheet is correct. If you need to edit any information, do so by updating the specific fields with the correct information, and then click the **Save** button.

5. Click the **Submit** button when you are ready to submit the Greensheet.

Make sure the message **Greensheet has been submitted** displays in the **Status** section on top of the screen.



If the Greensheet is returned to you by the Market Center, an email will be sent to you notifying you that will need to revise and resubmit the Greensheet.

For more information on the KWLS/GSO:

- An Associate's Guide to Using the KWLS/GSO
- A Market Center's Guide to Using the KWLS/GSO
- KWConnect KWLS Training Video