

Re: Office Policy Regarding Incomplete Trade Documents and Commission Release

As JDL Realty Inc. continues to grow and we now have over 100 real estate agents, we request that all agents adhere to the document requirements stipulated in earlier newsletters when submitting new trades. This would ensure efficient processing of the trade and avoid any delays in commission release.

From now on, our deal administration staff will only send out two email reminders on outstanding documents for each trade, one upon receipt of trade documents, and another email approximately one week before closing. No other follow-up will be made.

If we do not receive all required trade documents, including the commission statement that you are supposed to sign back by the closing date, we will still close the trade. However, commission cheque will not be released until all documents are received.

随着公司的持续增长，我们现在已经有超过 100 名地产经纪。为确保公司能迅速处理你的交易，和避免发放佣金有任何延误，我们要求所有的经纪在提交新单时，必须根据早前所发出的 newsletters 的规定，提交所有必需文件。

由现在开始，财务部门只会发出两个电邮提示所缺的材料。第一个电邮会在收到交易文件时发出，而另一个电邮会在大约 closing 前一个星期发出。除此以外，不作另外提示。

如果到 closing 日，我们还没有收到全部所需的文件，包括你必须签回来的 commission statement，我们依然会为交易结算，然而，佣金支票将被搁起来，直到所需的文件都收到。