

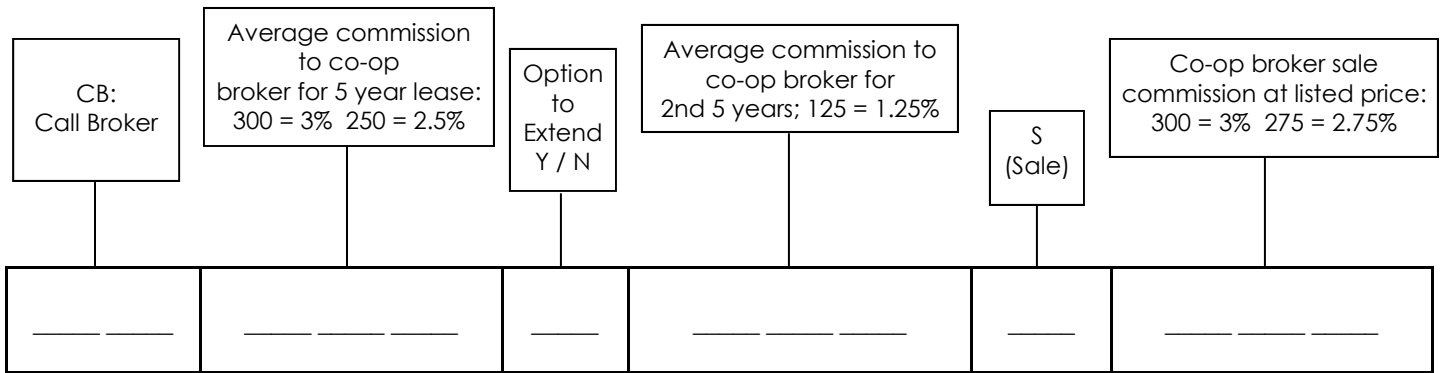


# COMMISSION CODE GUIDE

**AIR members are required to provide the commission to the cooperating broker each time they submit a listing to The MULTIPLE.**

The 13 digit co-op broker code is comprised of three sections: the commission for the lease for the 1st 5 years, the commission for the option to extend for the next 5 years if there is one and lastly, the commission for the sale.

Below is an easy-to-use guide for creating our 13-digit co-op broker code.



## If a property is absolutely for sale only or for lease only:

1. If you know that the owner *absolutely will not* accept an offer for a transaction other than what you are marketing in your brochure, please enter zeros in that portion of the commission code that does not apply to your listing. Some examples:

CB275N000S000-Lease Only  
w/no option

CB000N000S200-Sale Only

CB250Y125S000-Lease Only  
w/option

CB300N000S250-For Sale or Lease

2. If the owner *might* accept an offer for a transaction other than what you are marketing in your brochure, indicate what the commission to a co-op broker would be in that circumstance. This is to protect any listing agent from being bypassed for a transaction that is not specifically marketed in the brochure.