

COMMISSION CLAIM FORM

Date:

Terms and Conditions for Commission Claim Form

By submitting the Commission Claim Form, you agree to adhere to the following terms and conditions:

Accuracy of Information:

All information provided on this form must be accurate and complete. Any inaccuracies or omissions may result in the delay or rejection of your commission claim.

Eligibility:

To be eligible for commission, you must have a valid and current contract or agreement with the property agency. Commission claims will only be processed for transactions in which you were directly involved and as outlined in your agreement. Commission claims will only be processed for invoices paid in full to Atmosphere Property Group by the customer.

Submission Deadline:

Commission claims must be submitted within 14 days of the payment of the relevant invoice and will be paid to deal makers at the end of each calendar month.

Supporting Documentation:

In order for commissions to be paid all relevant documents must be submitted and uploaded to HubSpot and the deal closure checklist must be fully completed and signed off.

Commission Calculation:

The commission amount will be calculated according to the terms and rates specified in your agreement and relevant tier. Any disputes regarding commission rates or calculations should be addressed with the agency prior to submission.

Payment Processing:

Commissions will be processed after receiving your complete and accurate commission claim form along with all required documentation. Payments will be made according to the method specified in your agreement.

Confidentiality:

Any information provided on this form, including client details and transaction specifics, must be kept confidential and used solely for the purpose of processing the commission claim.

Dispute Resolution:

In the event of a dispute regarding commission eligibility or payment, all parties agree to engage in good-faith negotiations to resolve the matter. If a resolution cannot be reached, the matter may be subject to mediation or legal action as per the terms of your agreement.

Change in Terms:

These terms and conditions are subject to change at the discretion of the property agency. Any updates or revisions will be communicated to you in writing.

By submitting the Commission Claim Form, you acknowledge that you have read and agreed to these terms and conditions. Failure to comply with these terms may result in the delay or denial of your commission claim.



PROPERTY AND CLIENT DETAILS

Date:	
PropData Property Ref:	
Property Address:	
Lessee or Buyer Name/Entity:	
Landlord or Lessor or Seller Name/Entity:	
Nature of Deal:	

INVOICE DETAILS

Invoice Number:	
Invoice Paid:	
Invoice Amount (excl. VAT):	
Invoice Amount (incl. VAT):	

DEAL MAKER DETAIL

Primary Deal Maker Name:	
Deal Maker Tier %:	
Commission Amount:	
Secondary Deal Maker Name:	
Deal Maker Split %:	
Commission Amount:	

EXTERNAL REFERRAL DETAILS

Referrer Name/Company:	
Referrer Email:	
Referrer Contact Number:	
Referrer Commission %:	
Referrer Gross Commission Amount:	



Submit the completed form to daryn@atmosphereproperty.co.za for sign-off.

**It is imperative to retain a duly signed copy of this form for personal record-keeping purposes.*

Deal Maker Signature

Daryn van Heerden

