



THE POLARIS GROUP LLP

7710 North Union Blvd, Suite 100K
Colorado Springs, CO 80920

CDA Instructions

Fill all fields completely; there are fillable lines for every section that needs data. CDAs will be approved upon all compliance documents being submitted and approved by a managing broker.

Keep in mind that any transaction fees or reimbursements from clients are to go into the aggregate total of the CDA. i.e if you have a \$10,000 commission charge a \$400 transaction fee, the bottom line will read as \$10,400.

You are free to divide your commission up any way you like as long as any fees that The Polaris Group is entitled to are paid out of the commission. Agents current on fees owe no part of their commission to The Polaris Group and owe no transaction fees to The Polaris Group.

Keep in mind that it is your responsibility to ensure your commission calculations are accurate. If the CDA is approved and goes to the title company with errors, it may delay your commission.

We will do our best to approve CDAs to ensure timely payment in any case, but to ensure timely return of a CDA please have it submitted to Michael Sepulveda via email at michael@thepolarisgroup.net no later than 3 business days before closing.

In cases of sudden changes to a CDA after the 3-day timebar, if Michael cannot be reached, please contact Kara Grossling at kara@thepolarisgroup.net and DO NOT contact Kara unless you cannot get a hold of Michael and:

1. You have already obtained an approved CDA from Michael or;
2. You have submitted a CDA for approval prior to 3 days before closing, your file is clear and you have not received an approved CDA or;
3. You have prior approval from Michael to obtain a CDA from Kara.

Questions? Contact Michael Sepulveda at (808) 859-0593 or michael@thepolarisgroup.net