

RIGHTALLY REVENUE SHARE PROGRAMME DESIGN WORKSHEET

Record Your Five Decisions Before You Launch Your Revenue Share Programme

Complete before your RightAlly call and before meeting your real estate attorney. Both conversations are significantly more productive when your decisions are written down.

Brokerage: _____

Broker-owner: _____ **Date:** _____

Two uses: (1) Bring to your RightAlly call — we use your decisions to design the exact programme and model the economics. (2) Bring to your real estate attorney — they draft your written agreement against your specific decisions.

DECISION 1 — PAYOUT PERCENTAGE

RightAlly recommendation: Start at 3–5% of company dollar

Percentage chosen: _____ % of company dollar per transaction (from agents introduced through programme)

■ Company dollar basis confirmed — % applies to what the brokerage keeps after agent split ■ ROI Calculator run: rightally.io/roi-calculator

Year 1 projected payout (from calculator): \$_____ (approximate total to all participating agents)

Year 3 projected payout: \$_____ (at same percentage — enter in calculator)

DECISION 2 — ELIGIBILITY

RightAlly recommendation: All actively licensed agents, Day 1, no production minimum at launch

■ Open to all actively licensed agents from Day 1

Compliance requirement in most states — payments to licensed agents only

■ No production minimum at launch — delays early engagement — add in Year 2 if needed

If production minimum added later: Leave blank if no minimum planned. Min _____ closed transactions per ■ quarter ■ 6 months ■ year

■ State compliance confirmed with real estate attorney. Payments must be tied to production — not to recruiting act.

■ Eligibility exclusions noted (if any), e.g. agents on performance plans — document in the written agreement

DECISION 3 — PAYMENT SCHEDULE

RightAlly recommendation: Monthly, prior month transactions, fixed date — set it and hold to it

■ Monthly payouts — Recommended. Keeps programme visible and motivating

■ Quarterly payouts — Reduces admin — lower motivational impact

Fixed payout date _____ th of each month

Calculation period: Transactions closed in the ■ prior calendar month ■ other: _____

Who processes payouts: ■ RightAlly (automated) ■ In-house bookkeeper ■ Other: _____

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DECISION 4 — THE WRITTEN AGREEMENT

RightAlly recommendation: One page. Four things. Legal review required before circulating.

Agreement must cover all four:

- Eligibility to participate — Who qualifies and from what date
- Payout calculation — Percentage, qualifying transactions, schedule
- Departure terms — What happens to payouts when an introduced agent leaves
- Tax treatment — Revenue share income reported as 1099 non-employee compensation

Real estate attorney / firm:

Consult your state's real estate attorney before circulating

Attorney consultation date _____

Target agreement completion _____

■ Agreement drafted ■ Attorney reviewed — ready to circulate

DECISION 5 — INTERNAL LAUNCH — INTRODUCING TO EXISTING AGENTS

RightAlly recommendation: One-on-ones with top 3 first. Group meeting second. Hand out written summary.

Step 1 — One-on-ones with top 3 advocate agents before group meeting:

Advocate agent 1 _____ Meeting date: _____

Advocate agent 2 _____ Meeting date: _____

Advocate agent 3 _____ Meeting date: _____

Step 2 — Group meeting:

Group meeting date _____ Format: ■ In-person ■ Video call

■ Written programme summary printed — Hand out at the meeting — not emailed afterward

■ ROI Calculator ready to demo — Show agents their specific earning potential in the room

Planned go-live date _____ First payout month: _____

PROGRAMME READINESS — CHECK ALL SIX BEFORE GO-LIVE

- Payout percentage decided ■ Payment schedule set + date fixed ■ Advocate one-on-ones completed
- Eligibility rules confirmed ■ Written agreement reviewed by attorney ■ Group meeting held + summary distributed

Notes / open questions to raise on your RightAlly call:

Bring this completed worksheet to your RightAlly call. We design the exact programme structure, model the economics, and get you live in 14 days. Book: rightally.io/book-a-call ROI Calculator: rightally.io/roi-calculator