New File Submission & Payment Process (Effective Immediately)

1 message

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To: lindeman.dan@gmail.com

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Lenson Realty

Hi Agents,

I have a few important updates to share:

- **We are now paying commissions by direct deposit, providing a faster and more secure way for you to get paid.**
- **We are also continuing our transition toward a more digital, paperless process to make transactions and commission processing more efficient. See the new process below.**
- **Effective October 1, the Broker Processing Commission (BPC) will increase from $395 to $495.**

Thank you for staying on top of your files and helping keep everything running smoothly.

All the best,
Dan Lindeman

New File Submission & Payment Process (Effective Immediately)

As we continue improving our systems, we're moving to a more streamlined, remote-friendly process for all closed transactions.

We understand that many of you are based in Palm Beach County, and in-person drop-offs haven't been convenient. These updates are being made to simplify the process, reduce travel, and most importantly, help you get paid faster.

Step 1: Commissions (Have the Title Company Wire the Commission)

When you have a closing, you must notify the title company that:

- Commission / BPC is to be paid via wire transfer to the brokerage
- The brokerage will provide wire instructions directly to title

This helps avoid delays and ensures funds are received and cleared quickly.

Step 2: Submit Your File to Lenson

Option A: Digital (Preferred – Fastest)

Upload your complete file to Dropbox or submit it by email.

Dropbox link:
https://www.dropbox.com/scl/fo/wfigytepjcho1cviwkgz9/APj11fN9faNVxEVhWRw7r08?rlkey=c8tgbt8hyu83enyyjhiso0qle&st=mrrfyydz&dl=0

To upload through Dropbox, create a folder labeled with the property address, then drag and drop all related documents into that folder. Very simple, I can walk you through the first time.

Option B: Mail-In (slowest to get paid)

- Request a prepaid Priority Mail label from the brokerage
- The brokerage will cover the shipping cost
- Includes tracking so you can monitor delivery
- Mail your complete file (and any checks, if applicable)
- Payment will be issued via direct deposit after review

Commission Payment Methods

- Direct deposit is the standard
- Zelle is an option for transactions under $2,500
- Checks are available if needed, but will take longer to process and less secure.

Broker Processing Fee Update ($495 as of Oct 1st)

The broker processing fee has been $395 for many years and will now be $495 per transaction.

- This fee is paid by the buyer and/or seller
- Make sure it is clearly included in your contracts and disclosures
- Effective Oct 1st 2026.

Important Reminders

- No in-person file drop-offs
- Files must be complete before commission is processed
- Missing documents will delay payment

Bottom Line

Less driving, no shipping cost, tracked delivery, faster funds.
Wire in → upload → get paid.

Vendor Spotlight



Mortgages

Conventional, FHA, VA
Jorge Defas
Jorge.defas@yahoo.com

Just Real Estate
Photos & Video
www.justrealestatephotos.com

Photographs

Just real estate photos- we are not Just Real Estate Photographers, we are your personal media team. We provide Professional listing photos, videos, Zillow 3D, floor plans and more!

We will be happy to offer free photos + floor plans on their first listing with us.

www.justrealestatephotos.com



Be sure to check the Agent Homepage on the Lenson Realty website for past news and the brief updates. If you need help logging in, just let me know.

Lenson Realty Agent Login



Agent Help Line

561-441-9298

(Dan's cell – do not share with anyone)

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Connect with us!

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