

NEWMARK

Finance Update

LATAM Summit

ANDRES ROSAS



Brokerage & Valuation – RMS Process for Transaction approvals and Commission Payments

2. Collection Monitoring

Finance Team performs a daily monitoring activity of the revenue in RMS & collection in our banks

4. Payment Approval

The global Brokerage Commissions Team approves the applied payments in RMS on Wednesdays only.

6. Payment Scheduling

On Friday, the Finance Team updates the corresponding templates for the disbursement of commission payments and submits the information for approval to the Global Treasury Senior Manager.

8. Payment Disbursement

Once approval is obtained within the established period, the Finance Team executes the commission payment disbursement via the banking portal. Payments are reflected in the Brokers' bank accounts on Friday.



1. Deal Registration & Approval

Provide complete and accurate documentation to the Finance Team for entry into the RMS system. This step is to obtain a deal number and secure transaction approval from the Global Team.

3. Payment Application in RMS

Each Monday and Tuesday, the Finance Team applies the received payments in the RMS system for deals that have been approved.

5. Commission Calculation Review

On Fridays, the Finance Team validates the commission calculations. Once reviewed, the commissionable amount is communicated to the Brokers for their cash disbursement

7. Payment Authorization

The Global Treasury Senior Manager has a period of 4 business days to provide authorization for the payment disbursement

Required Documents for Transaction Approval in RMS



Leasing

- Voucher
- Executed Lease Agreement
- Signed Commission Agreement
- Signed Outside Broker Agreement, if applicable
- Invoice issued for commission collection
- Proof of Payment (Cash payments are prohibited)
- Email from the client confirming the estimated payment date, in case this is not already stipulated in the Commission Agreement.



Capital Markets

- Voucher
- Executed Purchase Agreement or Notarized Deed
- Signed Commission Agreement
- Signed Outside Broker Agreement, if applicable
- Email from the client confirming the sales closing date, if only the purchase agreement is available
- Invoice issued for the commission collection
- Proof of Payment (Cash payments are prohibited)
- Email from the client confirming the estimated payment date, if not already stipulated in the Commission Agreement.



Appraisal, Consulting or Servicing Fee

- Voucher
- Signed Service Proposal
- Signed Outside Broker Agreement, if applicable
- Invoice issued for the commission collection
- Proof of Payment (Cash payments are prohibited)
- Email correspondence submitting the invoice to the client for collection
- Email from the client confirming the estimated payment date, if not already stipulated in the Service Proposal
- Email correspondence submitting the report, appraisal, or delivered service to the client

Deal Exceptions

FY 2024

Country	Exceptions	Total Transactions	Percentage of Exceptions
Colombia	9	24	38%
Costa Rica	28	95	29%
Mexico	63	343	18%
Panama	3	39	8%
Total	103	501	21%

YTD SEP 2025

Country	Exceptions	Total Transactions	Percentage exceptions
Colombia	8	17	47%
Costa Rica	6	59	10%
Mexico	22	289	8%
Panama	4	32	13%
Total	40	397	10%



Processing Timelines

June 2025

Country	Average Days from Deal Input to Approved Status	Average Days from Approval to Submitted Status
Brokerage	17.6	2.6
V&A and Consulting	16.7	1.4