

Network Commissions

Bookings are considered to be Completed and Commissionable unless they are cancelled. Commissions are payable after bookings are completed by the guest. It is good practice to cancel bookings as soon as you know the guest will not complete the stay. This restores availability to new buyers and adjusts your commissions payable to agents and the network.

On the 1st of each month, the property will receive an automated e-mail with a list of all completed bookings. If a booking was not completed, go to the Booking Details and Cancel the Booking. If a booking was completed, but the value of the booking changed; go to the Booking Details and Edit the Booking Value. **All reconciliations must be completed by the 15th of the month.**

On the 16th of the month, your account will be deemed due. Commissions are payable immediately. Failure to pay commissions by the 30th may result in having your account suspended or paying a 'late fee' as stipulated in your Account Form.