



Out Of State Transfer Instructions & Expectation

Any questions throughout this process, please contact Connie Mohr directly and not Monte 615-415-3805 or Connie@RealtyOneMusicCity.com & send to ASAP.....

☐Drivers License ☐SSN ☐Banking details ☐Signed Trec1 ☐Association/NRDS # ☐Wall License ☐ E&O Policy

1. Once you've completed your required courses and have been fingerprints done, you'll need to have Monte sign your forms to file with TREC. **<https://www.tn.gov/commerce/regboards/trec.html>**
2. You'll need the signed docs, your fingerprint receipt & your E&O insurance <https://www.risco.com/> .
3. You can check daily at <http://verify.tn.gov/> to see when your license goes ACTIVE
4. Until your license is ACTIVE, you can complete your on-boarding training with ROGMC & learn how to use Zone & SkySlope
5. Once your license number is ACTIVE, you'll need to join one of the Associations and complete the required ethics course:

Williamson County Association of REALTORS® WCAR <http://www.wcartn.org>

Greater Nashville REALTORS® GNAR<http://www.gnar.org/>

6. We'll add you to our roster with the Association and you can begin your Transaction Desk training so you're ready to create contracts & listing packages once your license is ACTIVE.
7. Join Realtracs. <https://www.realtracs.net> 301 Seven Springs Way #200, Brentwood, TN 37027 (615) 385-0777
8. A secure ROGMC gmail will be provided for you and an intro email will be sent to your personal email containing your login & password. After that, we will communicate to you thru your @ROGMC gmail so please being monitoring it frequently.
9. You will receive your ROGMC contract package via DocuSign. Please complete the signing asap so we can begin onboarding you in our systems.
10. Once all your contract docs are received, you will be added to ZONE. Please login asap add your photo & bio asap or you WILL NOT have complete system access to complete your training.
11. Email your headshot & bio to Connie@realtyonemusiccity.com & Chrissy@realtyonemusiccity.com for the company website & social media welcome post
12. You will be invited to a **ONE** day agent on-boarding training held every other Tuesday from 10am - 2pm. Lunch will be provided. Please let us know if you have any dietary restrictions.
13. Once all your checklist paperwork is received and you have completed your on-boarding training, you will be added to the remaining platforms.
14. Finally, you will receive onboarding instructions for:
 - **Introduction email from your back office with meetings/vendors/roster/business cards/signs/headshot/postcard resources etc.**
 - **zONE get you started details. Do your profile asap**
 - **Transaction Desk/Dotloop templates & company proprietary docs**
 - **ECOMM leads team**
 - **OpCity leads platform**
 - **Commission Inc CRM & Website access (CINC)**
 - **ListHub Global, HomeKeeper, MoveEasy & MoveGuru instructions**
 - **zONE & ONE university phone app instructions**
 - **BackAtYou social media platform intro (auto post FB, Twitter, Instagram, LinkedIn)**
 - **Lastly, you will receive your Zip File of all your signed docs including training materials and frequently used items.**