



## Avoid Wire Fraud

**Cybercrime is real. Criminals are working every day to steal money from you and your clients. Our Company Policies require you to use secure email platforms and to warn your clients about wire fraud schemes and how to avoid them. All agents are required to have their clients sign the Wire Fraud Warning Form from TAR.**

### DO NOT:

- **DO NOT forward wiring information/instructions** sent from the title company/lender to your client. **Let the title company/lender communicate with your client directly.**
- **DO NOT text or email copies of client earnest money** or any check with the account & routing number visible.
- **DO NOT use a free WiFi** when you are out working remotely.
- **DO NOT use your company email for personal use or online shopping**

### DO:

- **LEARN** about wire fraud.
- **TELL your clients that wire fraud is real and that it happens every day.** Have this conversation early in your relationship with the Client. Explain how it happens. Tell them that any money wired to a thief might be lost forever.
- **HAVE all buyers and sellers sign the TAR Wire Fraud Warning Form.** This is mandatory and ROG will not approve any files without this form.
- **DISCUSS the TAR Wire Fraud Warning Form with buyers and sellers.** This document is available in the TAR forms section and is included in company contract and listing templates in DotLoop and Transaction Desk.
- **USE a secure email platform.** The standard free Gmail, Outlook, Yahoo etc. IS NOT SECURE!!
  - **A secure email platform has:**
    - Password security strength
    - Account activity reports
    - Early phishing detection
    - Ability to make 2-step verification to authenticate passwords & devices
    - Ability to disable access to less secure apps
- **CHANGE all your email and other system passwords frequently.** Make your passwords complex so it's not easy to guess.
- **ASK your insurance carrier about protecting yourself** with some sort of a Liability or Cybercrime Coverage. Also consider LifeLock to cover your personal property. Your Errors & Omissions insurance does not cover you against wire fraud. That means that if you are accused of being negligent (or worse), you will have to hire your own lawyer to represent you.
- **Include a wire fraud disclaimer notice in every email you send.**

Have a **ONE**derful rest of the day!

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11,000+  
RECS

150+  
LOCATIONS

4000+  
TRADES

100%  
OFFER

TOP 1%  
RATED

**IMPORTANT NOTICE:** Never trust wiring instructions sent via email. Cyber criminals are hacking email accounts and sending emails with fake wiring instructions. These emails are convincing and sophisticated. Always independently confirm wiring instructions in person or via a telephone call to a trusted and verified phone number. Never wire money without double-checking that the wiring instructions are correct.

### SAMPLE:

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## WIRE FRAUD WARNING

- 1 Criminals use many methods to steal our money, even when we are buying or selling a home – particularly  
2 involving wire fund transfers. Scammers typically will send an email that APPEARS to be from your agent,  
3 broker, lender, or the closing attorney/ closing agency. Be on the lookout for:
- 4 • Phony email addresses (e.g., a slight change in the domain name), authentic-looking fake websites, phony  
5 fax numbers, texts, calls or social media messages from scammers.
  - 6 • Any communication requesting information or directing you to a fake website, a criminal's email address  
7 or a criminal's bank account.
- 8 In preparation for closing, Buyers will often need to wire transfer funds from their personal bank to the closing  
9 attorney/closing agency. **NEVER ACCEPT WIRING INSTRUCTIONS FROM YOUR AGENT OR BROKER.**  
10 Rather, you should receive wiring instructions prior to closing from the closing attorney/closing agency or your  
11 lender. If the instructions are sent by email they should be in a secured manner. **DO NOT TRANSFER FUNDS**  
12 **UNTIL** you have verified the authenticity of the wiring instructions by at least one other independent means,  
13 including but not limited to the following:
- 14 • Call the phone number you used on all your prior calls (if the number came from a personally recognized  
15 or known source), or
  - 16 • Call the closing attorney/ closing agency or lender after verifying their phone number from a known third  
17 party source, such as the entity's official website and/or public directory assistance (do not take the phone  
18 number directly from the wiring instruction form you received), or
  - 19 • Make a personal visit to their office at the address you previously met with them.
- 20 If you send wiring instructions by email or any electronic means to anyone at your bank or other financial  
21 institution in preparation for closing, **DO NOT TRANSFER ANY FUNDS** until after you verify that the correct  
22 instructions were received by a known representative at your financial institution. Also, it is important to confirm  
23 with the financial institution that the wire instructions **ARE NOT TO BE SUBSTITUTED WITHOUT YOUR**  
24 **PRIOR CONSENT**. Any wiring instructions sent should be sent in a secured manner.
- 25 Be especially aware of any request to change any of the original wiring/money transfer information, change in the  
26 person you have been working with on the transaction, or a subtle difference in their behavior, speech, or  
27 grammar. These are some signs of a potential scam. Wiring instructions for closing attorneys, title companies  
28 and lenders rarely if ever change, so any request to change this information should be handled with caution.
- 29 If you suspect you may be a victim of wire fraud or that you may have received suspicious phone calls, emails,  
30 text messages, faxes, social media messages, emails from a fake address, a change in contact person at your bank  
31 or mortgage company, or changes to wire transfer or financing institutions:
- 32 • **IMMEDIATELY** call your bank and/or mortgage company at the phone number you used in all prior  
33 calls.
  - 34 • Then, call your agent at the phone number you used in all prior calls.

35	<input type="text"/>	<input type="text"/>
36	Buyer or Seller	Date
37	<input type="text"/>	<input type="text"/>
	Buyer or Seller	Date

NOTE: This form is provided by TAR to its members for their use in real estate transactions and is to be used as is. By downloading and/or using this form, you agree and warrant not to alter, amend, or edit said form or its contents except as where provided in the blank fields, and agree and acknowledge that any such alteration, amendment or edit of said form is done at your own risk. Use of the TAR logo in conjunction with any form other than standardized forms created by TAR is strictly prohibited. This form is subject to periodic revision and it is the responsibility of the member to use the most recent available form.

## Acknowledgement

I \_\_\_\_\_ have attended the required Realty One Group Music City mandator training on Wire Fraud. I understand the company policy outlined in this document and understand my responsibility to my clients on the subject. Employee and/or Sales Representative acknowledges having read and understood the foregoing prior to signing it and acknowledges being in receipt of a fully executed copy of this information.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

