



Transfer Instructions & Expectation

Any questions throughout this process, please contact Chrissy Amundson at Chrissy@RealtyONEMusicCity.com or Rachele Oser at

Director@RealtyONEMusicCity.com, not Monte! Please send the following ASAP:

[] Driver's License [] SSN [] Banking details [] Signed Trec1 [] Association/NRDS # [] Wall License [] E&O Policy

1. Get the TREC 1 form signed by both brokers. Provide a fully executed copy to all parties. (You can get electronic signatures)
2. Request your wall license from your prior broker and deliver to ROGMC or ask them to mail it attn: Rachele Oser
3. The Agent files signed TREC1 form, your E&O insurance and your \$25 fee online
at <https://access.cloud.commerce.tn.gov/portal/public>
4. Notify Chrissy Amundson when you have completed your online filing. We will then add you to our Roster in Realtracs
5. Notify Rachele Oser of which association you're affiliated with and provide your NRDS #. We will send your TREC1 form to the association to transfer you to our roster.
6. Anything you had under contract with your prior brokerage will close at that brokerage and you'll be paid as normal by that brokerage. Once you transfer to ROGMC, any future documents will be on ROGMC logo forms even though your closing is with the old firm.
7. Any active (NOT under contract) listings should transfer to ROGMC. You'll need to have each client sign a RealTracs transfer form for each listing so your clients are made aware of your change in firms.
8. Your prior firm will disconnect your DotLoop/Transaction desk & company email immediately so please get what you need prior to your transfer although your prior firm is required to provide anything from that closing file if you request it.
9. 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 be monitoring it frequently.
10. You will receive your ROGMC contract package via DocuSign. Please complete the signing asap so we can begin onboarding you in our systems.
11. Please keep your checklist and get the remaining items to Rachele Oser ASAP.
12. Once all your contract docs are received, you will be added to ZONE. Please login asap and add your photo & bio asap or you WILL NOT have complete system access to complete your training.
13. Email your headshot & bio to Chrissy@realtyonemusiccity.com for the company website & social media welcome post.
14. 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.
15. Once all your checklist paperwork is received and you have completed your on-boarding training, you will be added to the remaining platforms.
16. 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, HomeKeepr, 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.**