

## TRANSFERRING AGENT'S CHECK LIST

**Verify E & O Insurance or apply on line, copy goes with TREC 1**

**TREC 1 signed and to TREC asap along w/E&O info**

- Bring your license with you!!
- Provide copy of fully executed TREC1, Fax to: 591 5323
- Nancy will fax to Realtracs and WCAR
- Transfer is official date TREC1 is mailed or hand delivered

Sign Independent Contractor Agmt IRG website, Virtual Office, Join Us! Fax to: 591 5323

Complete W-9 (IRG site, same as above), Fax to: 591 5323

Call JD or Brittany to set up your office phone ext #, HUB log in, web page, etc.

Transfer to WCAR. Application on IRG site, same as above, fax to WCAR as directed bottom of form.

Business Card order on IRG web Virtual Office, V.O. HUB, see link

- Need Photo with > 600 dpi
- Name as you want it on card:
- Cell phone #
- Fax number (if you don't have one, you can use office #)
- Cost is \$75 for 1,000 cards, turn around time is 5-7 days

Name Badges order on IRG web Virtual Office, HUB, find link.

Bio Sketch for website ... Email to: [nancygarrett@comcast.net](mailto:nancygarrett@comcast.net)

Set up email address:

- Your [name@realtracs.com](mailto:yourname@realtracs.com) address is fine and free( Best to forward to you own email), or
- We can give you [yourname@inmanrealtygroup.com](mailto:yourname@inmanrealtygroup.com) no charge

Read IRG Policy & Procedures Manual, Virtual Office HUB, Documents, Policy & Procedures

- Print Acknowledgement page, sign and Fax to: 591 5323

Read RealTracs Rules & Regs/Changes...Member Info/ scroll down

- Email Nancy notice that you have read and understand.

Schedule Training with Nancy or JD or Brittany

- Orientation: IRG Methods, Forms / Ordering Signs
- HUB & Appointment Center training by JD or Brittany
- Review RealTracs Training
- FSBO Program / JD / Audio Brochures/ Lead Generation
- First TN Bank / Nancy
  - § Deposit Earnest Money
  - § Commission Checks