

## **Best Practices for Onboarding to LPT Realty**

Provide the Following Information for the Agent:

- Agent Name:
  - Agent State and License #:
  - Phone:
  - Email:
  - Business Builder or RevShare Partner Plan?
  - Individual Agent, Team Leader, or Agent on a Team?
  - Who the Sponsor is:
1. The sponsor or Upline will request the ICA (Independent Contractor Agreement) via a Support Ticket in their connect.lpt.com account.
  2. Corporate will receive this for review and put the proper documentation together. Sometimes this is very fast (15 minutes or so) but can take up to 24-48hrs depending on their volume and time of the week it is received. There is staff that works on the weekend but this doesn't always guarantee expediting the documents.
  3. The agent will be emailed the ICA for electronic signatures. The onboarding specialist will text/call when the documentation is sent. Questions about the ICA can be directed to (1) the onboarding specialist at LPT or answered by (2) the sponsor.
  4. When the agent completes the ICA it is imperative that the agent messages the onboarding specialist that they have completed the ICA and are ready for the next steps. This is a critical step in expediting the onboarding.
  5. TEXAS AGENTS: When corporate acknowledges the ICA they will then go into TREC (Texas Only) and ask to be the sponsoring broker for the agent. This isn't instantaneous after step 4 above.
    - a. Next steps to transfer your license:
    - b. Go to <https://www.trec.texas.gov/>
    - c. Login at Top Right
    - d. Under Change your license information and manage sponsorships
    - e. Select: Manage My Sponsorship (Sales)
    - f. Click Next
    - g. On this screen you will see that LPT Realty is listed and is awaiting acceptance.
    - h. Follow the prompts and your license will be transferred.
  6. All agents are required to join a Realtor Board or Association fairly quickly within being sponsored by LPT Realty. Make sure they have the funds to do so.

For additional questions or situations outside of these guidelines please email [support@theeaglenetwork.com](mailto:support@theeaglenetwork.com) and we'll do our best to help expedite the process.