



STEPS TO ONBOARD AT REAL

Welcome to Real! We are excited to have you onboard.

Step	Item
1	<p>Complete a Real Application by signing the Independent Contractor Agreement (ICA) and paying the Join Fee.</p> <p>You will need the following items to complete your application:</p> <ul style="list-style-type: none">• License Number(s) and Expiration Date(s)• MLS and Board information• A photo of the front of your Driver's License• Estimated Sales Volume in the Last 12 Months• The name of your Sponsor• Payment information for the Join Fee• Banking Information: Routing and Account Number to receive commissions• Tax ID Information: Social Security Number and Business Entity ID (if applicable)
2	<p>License Transfer Day: Team Specialist will coordinate with our Onboarding Coordinators and State Brokers to transfer your license. You will receive an email from Onboarding when activated.</p>
3	<p>Sign Team Member Addendum sent by Real. Until this is signed you will show as an Individual Agent at Real with a full, \$12,000 Cap.</p>
4	<p>Attend Real Transaction Training - Tuesdays and Thursdays @ 1PM ET to learn how to set up your reZEN account, navigate reZEN, and enter deals into reZEN.</p>
5	<p>Attend Real Onboarding - Thursdays @ 4PM ET to learn about the many marketing resources available to help you build your brand.</p>
6	<p>Visit and Bookmark the Real KnowledgeBase to understand all resources and benefits with Real.</p>
7	<p>If you are managing your own CRM through Lofty, attend Lofty Agent Training.</p> <p>Also, join the All Things Lofty Group in Workplace.</p>
8	<p>You're set up! If you have any questions, please contact support@therealbrokerage.com.</p>