



STEPS TO ONBOARD YOUR TEAM AT REAL

Welcome to Real! We are excited to have you join us. In order to improve the quality of your Onboarding, and make sure all your Team Members are set up properly on your team with the correct Team Splits, please allow 3 weeks from your Discovery Call to complete the process.

1	<p>Schedule and hold a Discovery Call with your Team Specialist. The goal of the Discovery Call is to: (1) understand your team structure; and (2) walk you through the Onboarding Process.</p> <p>To prepare for the call, please gather the following information:</p> <ul style="list-style-type: none">• Date you want to fully move your team to Real• High-Level Overview of your Team Structure and Splits• List of Boards & MLS you and your Team Members are currently affiliated with• List of any agents who do property management, new construction, or wholesale transactions
2	<p>Complete Team Roster and send to Team Specialist.</p>
3	<p>Provide your Proof of Production Report(s) to your Team Specialist.</p>
4	<p>Team Specialist will coordinate with the State Broker regarding Team Name approval, any physical Brick & Mortar locations, signage, and advertising.</p>
5	<p>Ensure that you and each member of your team completes a Real Application by signing the Independent Contractor Agreement (ICA) and paying the Join Fee.</p> <p>Each member will need the following items to complete the 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 their Driver's License• Estimated Sales Volume in the Last 12 Months• The name of their 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)
6	<p>Team Leader and TC/Admin(s) attend Team Success Training with your Team Success Manager, ideally a week prior to license activations begin, to learn how to set up your reZEN account, navigate reZEN, enter deals, and get paid.</p>
7	<p>License Transfer Day: Team Specialist will coordinate with our Onboarding Coordinators and State Brokers to transfer the agents' licenses.</p>
8	<p>Sign Team Leader Addendum sent by Real.</p>
9	<p>Ensure all team members join our mandatory training sessions:</p> <ul style="list-style-type: none">• Real Onboarding - Thursdays @ 4PM ET to learn about the many marketing resources available to help you build your brand.• Real Transaction Training - Tuesdays and Thursdays @ 1PM ET to learn how to set up your reZEN account, navigate reZEN, and enter deals into reZEN.
10	<p>If you are managing your own CRM through Lofty, attend Lofty Agent Training. Also, join the All Things Lofty Group in Workplace.</p>
11	<p>You're set up and we will be doing regular check-ins, but please let us know if you have any questions!</p>