



Tesla Realty Group LLC  
560 Stokes Rd, #10B, Medford, NJ 08055  
[www.teslarealtygroup.com](http://www.teslarealtygroup.com) | [1.844.TESLA.RG](tel:1.844.TESLA.RG) | [info@teslarealtygroupnj.com](mailto:info@teslarealtygroupnj.com)

## **Agent Portal Guide**

### **How do I submit my listing, transaction, and closing documents?**

Please submit your listing, transaction, and closing documents to [doc@teslarealtygroup.com](mailto:doc@teslarealtygroup.com).  
Subject Line: Property Address

### **Depositing Earnest Money (EMD) - must be deposited by the end of next business day.**

1. Go to [www.teslarealtygroup.com](http://www.teslarealtygroup.com) .
2. Click on your state.
3. Click on “Agent Portal”.
4. Click on “Agent EMD Form” and submit.
5. If Cooperating Agents/Buyers want to deposit EMD directly to our TD Bank escrow account, please instruct them to go to our website first, select their state, and complete “EMD Form” located on our “Home” webpage.
6. Please submit any earnest money deposit (EMD) received from your client(s) immediately. If the Listing Agent is our Broker then please make sure a check is payable to “Tesla Realty Group LLC” and deposited to our TD Bank escrow account (last 4 digits are located on our EMD forms). Please write a property address on every deposit slip.
7. We will mail EMD to the closing company. Once we confirm a closing company received it, we will send you a notification via email.

### **Tenant Background Screening Request - Tenants pay online for this service.**

1. Go to [www.teslarealtygroup.com](http://www.teslarealtygroup.com) .
2. Click on your state.
3. Click on “Agent Portal”.
4. Click on “Order Tenant Screening” and complete/upload/submit.
5. If Cooperating Agents want to order Tenant Screening from us, please instruct them to go to our website, select their state, and complete “Tenant Screening Order Form” located on our “Home” webpage.

## **I received my Commission Check after closing, what should I do next?**

1. Please make a commission check payable to "Tesla Realty Group LLC" and write down our last 4 digits (**5750**) and the property address on a deposit slip.
2. Submit your Settlement Statement to **doc@teslarealtygroup.com**.
3. **The payment will be issued to you promptly only after we have received your Settlement Statement, a complete sale file from you and a closing company check has cleared.**

## **How do I get paid?**

As of 1/1/2019, we will be depositing your commissions directly into your bank account (please contact our office for more info).

## **Entering the Office**

1. Please contact office for our lockbox code.
2. You can use a computer, print and scan in the office. You can also use our conference room for meetings and closings (please contact our office first to schedule).
3. Sign on passwords on computers (will be provided over the phone).

## **Ordering Supplies**

1. Go to [www.teslarealtygroup.com](http://www.teslarealtygroup.com) .
2. Click on your state.
3. Click on "Agent Portal".
4. Click on "Order Your Supplies" and follow instructions.

## **Request for Conveyancing (Applicable in PA)**

1. Go to [www.teslarealtygroup.com](http://www.teslarealtygroup.com) .
2. Click on your state .
3. Go to "Agent Portal".
4. Click on "In-House Conveyancer" and follow instructions.
5. TRG Conveyancing form must be handwritten, signed and sent to **doc@teslarealtygroup.com** .

## **Bright MLS (Applicable in PA, NJ, DE, MD)**

1. Please add your direct contact number to all listings in Bright MLS.
2. All Listings must have a signed listing contract and a consumer notice and sent to **doc@teslarealtygroup.com** before it is listed on Bright MLS.