



## **TRG Agent Guide**

### **How do I communicate with my office?**

You can either call our office at **844.837.5274** or send an email to our **Contact Center** at **info@teslarealtygroup.com** or contact your Managing Broker.

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

Please submit your listing, transaction, and closing documents (ALTAs/Settlement Statements) via email to our **Document Center** at **doc@teslarealtygroup.com** after each closing. In the **Subject Line** please always put the Property Address.

### **What is the procedure with EMDs ?**

**Tesla Realty Group LLC does not accept Earnest Money Deposits (EMDs). If you are a listing agent then please instruct Buyer or Buyer Agent to submit all EDMs directly to the Closing Company.**

#### **Instructions**

1. Buyer or Buyer Agent must provide you with the Closing Company information (e.g., name, address, telephone number, email).
2. Buyer or Buyer Agent must send you an EMD photo (EMD must be payable to the Closing Company).
3. Signed Agreement of Sale must specify that the Closing Company is the escrow holder.
4. Please make sure that you receive the confirmation from the Closing Company that it received EMD.
5. Please always add on MLS the following note: "Tesla Realty Group LLC does not hold escrow - please submit EMDs to the Closing Company".

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

1. Please go to the nearest TD Bank and make a deposit to our operating account. On the deposit slip please write down today's date, payable to **Tesla Realty Group LLC**, add our last 4 digits of the account number - **you can find it in our Welcome Email that we sent you when you join us or you can contact our office or your Managing Broker for this information.** Please write down the property address on the deposit slip.

2. Please submit your listing, transaction, and closing documents (ALTAs/Settlement Statements) via email to our **Document Center** at [doc@teslarealtygroup.com](mailto:doc@teslarealtygroup.com). In the **Subject Line** please always put the Property Address.

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

Via direct deposit to your bank account the day after your closing. **The payment will be issued to you promptly only after we have received your ALTA/Settlement Statement and a complete sale file from you and a closing company check has cleared.** For example, if you close and deposit your commission check on Monday, and if you submit all your listing, transaction and closing documents (ALTA/Settlement Statements) by Tuesday, we will pay you your commission on Tuesday, and your \$ will sit in your account on Wednesday morning.

## **What should I do if I can't be present at my closing?**

In case you can't be present at your closing, you will need to instruct the Closing Company to either send TRG Commission check(s) directly to our Payment Center or wire funds to our TD Bank Account at your expense (we will deduct \$15 from your commission for this service - TD Bank charge). Please submit Closing Company information (Closing Agent Name, email and fax number) to [info@teslarealtygroup.com](mailto:info@teslarealtygroup.com) for wire transfer arrangement. We only provide our Wire Transfer Information directly to the Closing Companies via eFax for security purposes.

All Commission Checks **must** be mailed to our Payment Center located at the following address:

**Tesla Realty Group LLC  
Attn: Payment Center  
941 N Providence Rd  
Media, PA 19063**

## **How do I order my free Yard Signs and Business Cards?**

1. Go to [www.teslarealtygroup.com](http://www.teslarealtygroup.com), select your State, and click on "Agent Portal".
2. Click on "Order Your Free Supplies" and follow the instructions (there is a limit on how many free yard signs you can order).

## **Where can I buy metal frames for yard signs?**

We strongly suggest that you obtain a metal frame(s). This way your sign(s) will look more elegant, professional, and protected from any harsh weather conditions (snow/wind). You can buy them at your local Home Depot / Lowe's. You can also purchase them from the following online store:

<http://www.signsdirect.com/Home/Realicade-Real-Estate-Yard-Sign-Posts/18x24-Angle-Iron-Real-Estate-Sign-Frame-5-Pack.html>

## How do I order In-House Conveyancing service? (Applies to PA and NJ)

1. Go to [www.teslarealtygroup.com](http://www.teslarealtygroup.com) , select your State, and click on “Agent Portal”.
2. Click on “Conveyancing TRG Form” and follow the instructions.
3. Seller’s Conveyancing Authorization must be handwritten, signed and sent to [doc@teslarealtygroup.com](mailto:doc@teslarealtygroup.com) .

## How do I order In-House Title Service? (Applies to PA and NJ)

Please go directly to [www.teslaabstractgroup.com](http://www.teslaabstractgroup.com) and select your State. You can also click on the link that is located on our website.

## Can I order Tenant Screening?

1. Yes you can. Please click on, complete and submit “Order Tenant Screening” form located on our “Agent Portal” web page and follow the instructions.
2. **MA TRG Realtor** - In Massachusetts a landlord can charge for the first and last month’s rent, security deposit and key deposit. Massachusetts law (G.L. c 186, § 15B(b)) prohibits landlords or third parties that manage property on a landlords' behalf from charging an application fee. However, the law does not prohibit other persons or entities, such as real estate brokers, and salespersons, from charging an application fee to prospective tenants.

## What is our Office License # and NAID # ?

PA Office License # RB068413

PA NAID # TSLRLT5193

NY Office License # 10391201964

NY NAID # TSLRLT5193

NJ Office License # 1753580

NJ NAID # TSLRLT5194

DE Office License # RM-0010632

DE NAID # TSLRLT5195

MD Office License # 6258

MD NAID # TSLRLT5196

MA Office License # 423077

MA NAID # TSLRLT5197

DC Office License # REO200200604

DC NAID # TSLRLT5198

VA Office License # 0226032015

VA NAID # TSLRLT5199

GA Office License # 78067

GA NAID # TSLRLT5200

FL Office License # 1063424

FL NAID # TSLRLT5201

NH Office License # 079492

NH NAID # TSLRLT5202

CT Office License # REB.0794928

CT NAID # **Coming Soon !**

RI Office License # REC.0005254

RI NAID # **Coming Soon !**

NC Office License # C39746

NC NAID # **Coming Soon !**