



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 do I submit my listing, transaction, and closing documents ?

Please submit your listing, transaction, and closing documents to our **Document Center** at **doc@teslarealtygroup.com**, under **Subject Line** please always put the Property Address.

What is the procedure with EMDs ?

Tesla Realty Group LLC does not maintain escrow accounts. 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 (last 4 digits - **please contact our office for this information**) and make a deposit (payable to "Tesla Realty Group LLC") to our operating account. Please write the property address on the deposit slip.
2. Submit your Settlement Statement to **doc@teslarealtygroup.com**.
3. **GA TRG Realtor** - please contact our office to receive our CHASE Bank operating account number.

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.**

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 send TRG Commission check(s) directly to our Payment Center or wire funds to our Operating Bank Account at your expense (we will deduct \$15 from your commission for this service). Please submit Closing Company information to doc@teslarealtygroup.com for wire transfer arrangement.

**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 , select your State, and click on “Agent Portal”.
2. Click on “Order Your Supplies” and follow the instructions.

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

1. Go to 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 .

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. A landlord or its agent MAY NOT CHARGE AN APPLICATION FEE or charge for a Credit Check.

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 # CQ1063424

FL NAID # TSLRLT5201