TESLA
REALTY GROUP

www.teslarealtygroup.com | 1.844.TESLA.RG | info@teslarealtygroup.com

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) in pdf files 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 (Title Agent / Attorney).

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**.

How to submit my commission to Tesla Realty Group LLC after the closing ?

There are 4 different ways to submit your commission to Tesla Realty Group LLC:

1. Please go to the nearest TD Bank and deposit your commission check to our account. On the deposit slip, write the date of your deposit, make it payable to Tesla Realty Group LLC, and include our full

account number (please send a request to receive our TD Bank Account number to **info@teslarealtygroup.com**).

2. Please instruct the Closing Company (Title Agent / Attorney) to go to **www.teslarealtygroup.com**, select your State and then click on **Initiate an ACH Commission Payment**. This third party payment system located on our website is directly connected with our TD Bank account. The service charge is only $4.00. Brokers, tenants and landlords can also make rental commission payments to Tesla Realty Group LLC via our website as well.

3. Please instruct the Closing Company (Title Agent / Attorney) to wire funds directly to our TD Bank account. Out of courtesy we charge $0 for the incoming wire transfer fee. Closing Companies might charge you their own fees. Please submit the Closing Company information (we only need their email account) to info@teslarealtygroup.com.

4. 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 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.

How to submit my rental commission to Tesla Realty Group LLC ?

Please instruct Brokers / Tenants / Landlords to make rental commission payments to Tesla Realty Group LLC via our website payment system as well. They can also mail rental commission checks to our Payment Center located in Media, PA.

Where can I find my transaction documents?

As a Realtor's Association Member you have free access to your state transaction documents. Some states offer a free zipformplus.com platform with a free DocuSign service and some don't. If you have any issues with obtaining your transaction documents please contact our main phone number 844.837.5274 or your Managing Broker (their contact information is located on our website).

How can I update my Card / Bank Information ?

1. Go to www.teslarealtygroup.com , select your State, and click on **Agent Portal**.
2. Click on **TRG Card/Bank Update Form** and complete/submit the form.

How can I update my W-9 ?

1. Go to www.teslarealtygroup.com , select your State, and click on **Agent Portal**.
2. Click on **New / Update Your W-9** and complete/submit the form.

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 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 , select your State, and click on **Agent Portal**.
2. Click on **TRG Convey Form** and follow the instructions.
3. Seller's Conveyancing Authorization must be handwritten, signed and sent to **doc@teslarealtygroup.com** .

How do I communicate with other Tesla Realty Group LLC Realtors?

If you want to join our TRG Facebook Forum then please follow the steps below. Once we receive your request, we will approve it.

1. Sign in to your Facebook Account
2. Search for **Tesla Realty Group LLC**
3. Click on **Follow** the Page

4. Go to the **Groups** located on our page
5. Click on **TRG Forum**
6. Request to Join

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 are the crucial rules of Tesla Realty Group LLC?

When representing Buyer and/or Seller you must do the following things:

1. Make sure to always advise your Buyer to select the Home Inspection contingency when making an offer. If the Buyer insists on waiving their home inspection rights, please make sure that they sign our Buyer's Inspection Form. You can find it on our website (Agent Portal - TRG Buyer Inspection Form).

2. Please always recommend in written form (via email and/or text) the usage of the Appraisal Contingency whenever you deemed it is necessary (applies to cash and conventional loan offers). The Realtor Association already provides this form.

3. Disclose, disclose and disclose. Please make sure that your Seller always complete/submit all Sellers Disclosures. This is very imperative.

4. Please make sure that you never post copyrighted pictures on various MLSs. There has been a significant surge in lawsuits specifically targeting the use of copyrighted real estate photography.

    a) Please always either hire a photographer to take professional pictures (please pay close attention to details of the contract) or the safest way is to take them by yourself with your smartphone.

    b) Never reuse old listing photos: The safest practice is never to reuse photos from a previous listing unless you personally took the photos and can prove ownership. Even if a new agent takes over a listing, they must get new photos or secure a new license.

c) Do not download images from the MLS: Agents and brokers should not "right-click and save" images from the MLS or other listing sites to use in their own listings or marketing. This does not grant them a license and violates MLS rules.

d) Use MLS-compliant agreements: Some MLSs, like CRMLS and SmartMLS, provide or recommend specific photographer agreements that ensure the necessary licensing rights are secured for media submitted to the MLS.

What is our Office License # and NAID # ?

PA Office License # RB068413
NY Office License # 10391201964
NJ Office License # 1753580
DE Office License # RM-0010632
MD Office License # 6258
MA Office License # 423077
DC Office License # REO200200604
VA Office License # 0226032015
GA Office License # 78067
FL Office License # 1063424
NH Office License # 079492
CT Office License # REB.0794928
RI Office License # REC.0005254
NC Office License # C39746
ME Office License # AL90603923
SC Office License # 28310

PA NAID # TSLRLT5193
NY NAID # TSLRLT5193
NJ NAID # TSLRLT5194
DE NAID # TSLRLT5195
MD NAID # TSLRLT5196
MA NAID # TSLRLT5197
DC NAID # TSLRLT5198
VA NAID # TSLRLT5199
GA NAID # TSLRLT5200
FL NAID # TSLRLT5201
NH NAID # TSLRLT5202
CT NAID # **Coming Soon !**
RI NAID # **Coming Soon !**
NC NAID # **Coming Soon !**
ME NAID # **Coming Soon !**
SC NAID # **Coming Soon !**