

All Side Realty

Texas Licensed Real Estate Company

13284 Pond Spring Rd Ste 405, Austin, TX 78729

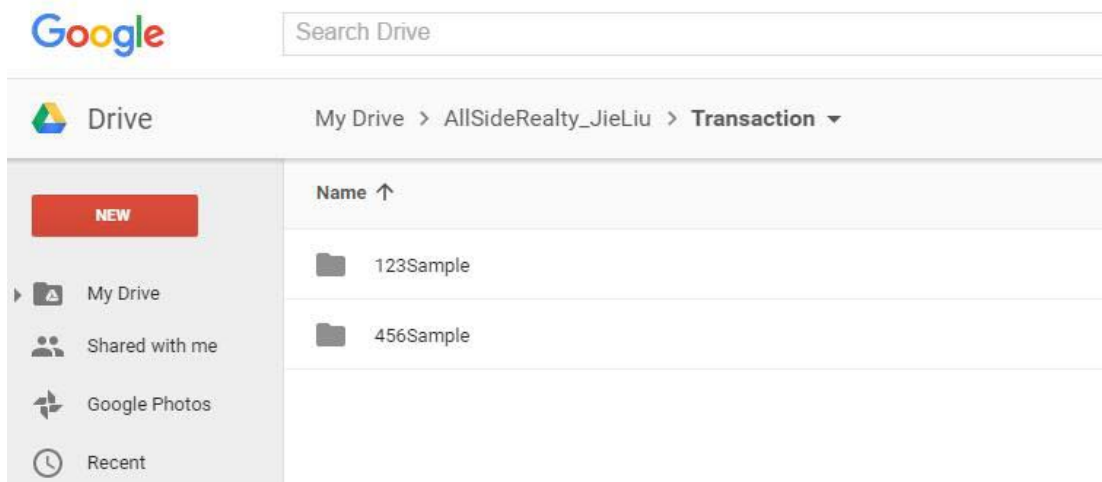
(512)377-6580, Email: Broker@aaxylc.com

Transaction Documents Sharing Guide/Policy

Texas regulation requires broker to keep all transaction related documents in file. All agents are asked to keep all contract copies in file and submit a copy to company. For cost control and convenience, we have set up a company Gmail account. **This is required** that you submit all contracts in real estate business to this account. Violation of this requirement will cause higher E&O insurance, admin fee and penalty. Continue violation will make the company terminate your salesperson sponsorship.

Instructions on how to share docs with us using Google account:

1. Get a Gmail address
2. Log into your Gmail account and access Google Drive
3. Create a folder named All Side Realty_ (your name) in drive
4. Share the folder with AllSideRealty@gmail.com. Please make sure to authorize this account to edit the folder.
5. Create sub-folders for each transaction and name the folder with property address



6. Save all transaction related documents in the according folder within 5 days of receiving/signing the documents

Company's office assistant/support team will download your transaction files once every month. If your transaction files are not shared with us at that time, office will charge \$50 admin fee for each transaction.

Should you have any questions on documents sharing, contact James or Jill directly for support.

Thanks,

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