



What's new in Texas Ally Real Estate Group:

Hey {{ contact.FIRSTNAME }}!

Our January issue brings you helpful reminders and resources! We would love to hear from you, feel free to reply to this email with your comments or suggestions!

W9 Form Request

Requesting your W9 for leases and new homes is easier now! 😊 Please go to the Texas Ally Agent Portal and click on "Find Here" of the W9 request card. We'll get to work on it as soon as we receive the request.

[Go to Agent Portal](#)



Be on the lookout!

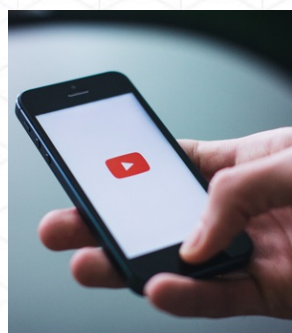
We will be sending your 2020 transaction totals very shortly!

If you see any issues, please let us know!

Otherwise, this will be what your 1099 will look like for 2020. So please be vigilant for that email.

Client Info in BrokerSumo Transactions

Polite reminder, when you guys are inputting your transaction information into BrokerSumo, please make sure you input the buyer and seller information (name, email and phone). Thank you!



BROKER VIDEOS: Appraisal Waiver Addendum

We've noticed this form being used a lot, [watch this video](#) to get some insights.

Related article: [Texas is Growing!](#)

HELPFUL LINKS:

[Past Newsletters](#) / [Training & Resources](#)

REMINDERS from the OPS Team

→ **Office mail is picked up and checks** are deposited into the Texas Ally escrow account only **on Wednesdays**.

→ **Friday Payday** is when we distribute commissions by initiating the Brokersumo Direct Deposit as long as ALL requirements have been met. Click [HERE](#) for a helpful article on how to set up your direct deposit.

→ **Closing Documents:** Please make sure you acquire from title and upload into Brokersumo the final signed master/closing statement. This statement should clearly show the commission amount you are being

paid. This is a requirement and we will not close out your transaction in Brokersumo until complete. Please make us aware once uploaded.

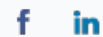
→ Leases:

- The full amount Commission Check should be mailed to the office, we will distribute the funds to the appropriate parties from there.
- W9 for the Tenant Agent's Brokerage should be uploaded
 - We will make the check payable and mail to the Brokerage, not the agent
- The Net to Agent (you) on the CDA should be only the amount you are being paid, NOT the full amount of the check
- Information on how to distribute the funds should be added to the bottom note section of the CDA
 - Example: "Please pay <Tenant Agent Name> 50% of commission (\$1000). Brokerage W9 uploaded."

Need to contact us?

Office Phone 512.763.2559 / **Office Hours** Monday-Friday 9am-3pm
mail@texasally.com

Texas Ally Real Estate Group
1301 S Interstate 35, Suite 314
Austin, TX 78741
www.texasally.com



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