



PERSONAL INFORMATION

NAME: _____ PREFERRED: _____
ADDRESS: _____
CITY: _____ STATE: _____ ZIP: _____
CELL PHONE: _____ EMAIL: _____
SOCIAL SECURITY #: _____ DOB: _____
WEBSITE: _____ DESIGNATIONS: _____
SPOUSE NAME: _____ PHONE: _____

FULL LEGAL BUSINESS NAME: _____ EIN: (if Incorporated) _____

EMERGENCY CONTACT:
NAME: _____ PHONE: _____ RELATION: _____
ADDRESS: SAME AS ABOVE _____
CITY: _____ STATE: _____ ZIP: _____

BOARD MEMBERSHIP
BOARD MEMBERSHIP: _____ PREVIOUS AFFILIATION: _____
PREVIOUS COMPANY NAME: _____ PHONE: _____
ADDRESS: _____
CITY: _____ STATE: _____ ZIP: _____
BROKER OF RECORD NAME: _____ BROKER CODE: _____

LICENSE INFORMATION
LICENSE #: _____ YEAR LICENSED: _____ EXP DATE: _____
NRDS ID #: _____
REFERRED BY: _____ 4 DIGIT COPY CODE: _____

OFFICE USE ONLY
SPEED DIAL / EXT # _____



INDEPENDENT CONTRACTOR AGREEMENT

THIS AGREEMENT, is to be effective the _____ day of _____, 20_____, and is made and entered into this _____ day of _____, 20_____, by and between ATLANTA COMMUNITIES REAL ESTATE BROKERAGE, LLC (hereafter referred to as "ATLANTA COMMUNITIES"), whose corporate address is 3113 Roswell Road, Suite 101, Marietta, Georgia, 30062, and _____, hereafter referred to as "CONTRACTOR", who is licensed under the laws of the State of Georgia to engage in real estate.

WHEREAS, ATLANTA COMMUNITIES is operating as a real estate brokerage business in the State of Georgia at the above address, and

WHEREAS, CONTRACTOR has been issued a real estate Salesperson license or Associate Broker license by the State of Georgia and is desirous of availing himself/herself of the services, facilities, programs and opportunities offered by ATLANTA COMMUNITIES,

NOW, THEREFORE, in consideration of the promises and mutual covenants contained in this agreement, it is hereby agreed as follows:

INDEPENDENT CONTRACTOR

CONTRACTOR shall be deemed to be an independent Contractor and shall not have mandatory duties except those imposed by law or regulation. Nothing contained in this agreement shall be regarded as creating an employer/employee relationship. CONTRACTOR shall not be treated as an employee with respect to services performed hereunder for federal/state/local tax purposes, and understands CONTRACTOR is responsible for these tax payments. CONTRACTOR shall abide by the Policies and Procedures and decisions relating to the operations of the brokerage that are adopted by ATLANTA COMMUNITIES.

ATLANTA COMMUNITIES shall not be liable to CONTRACTOR for any expenses incurred by CONTRACTOR, nor shall CONTRACTOR have authority to bind ATLANTA COMMUNITIES by any promise or representation, unless specifically authorized in advance and in writing by ATLANTA COMMUNITIES to do so.

Contractor represents and warrants that he/she is not a party to or otherwise subject to or bound by the terms of any contract, agreement or understanding which in any manner would limit or otherwise affect his/her ability to perform his/her proposed duties and obligations to ATLANTA COMMUNITIES, including without limitation any contract, agreement or understanding containing restrictive covenants. The undersigned further represents and warrants that his/her relationship with ATLANTA COMMUNITIES will not require him/her to disclose or use any confidential information belonging to prior employer or other persons or entities, and the Contractor acknowledges that ATLANTA COMMUNITIES strictly prohibits him/her from doing so and from violating any such prior agreements, and any violation of this could result in immediate termination.

ATLANTA COMMUNITIES' RESPONSIBILITIES

ATLANTA COMMUNITIES agrees that in consideration of the CONTRACTOR'S real estate services in support of ATLANTA COMMUNITIES' real estate brokerage business, and the fees and expenses to be paid by CONTRACTOR, it shall, while this agreement remains in force, make available to CONTRACTOR, for CONTRACTOR'S non-exclusive use, an office or desk space and a reception area, together with access to listings, forms, advertising, copiers, fax, MLS access and other on-line programs, telephone and other communications means.

ATLANTA COMMUNITIES shall submit to CONTRACTOR a monthly bill, statement or invoice reflecting CONTRACTOR'S fees, expenses and other financial obligations set forth in this Agreement.

CONTRACTOR acknowledges that compliance with state laws,

rules and regulations require that commissions and referral fees be paid to the brokerage rather than directly to CONTRACTOR. ATLANTA COMMUNITIES shall promptly pay to CONTRACTOR any and all fees, commissions or other compensation received by ATLANTA COMMUNITIES as a result of the efforts of CONTRACTOR in accordance with the plan selected by CONTRACTOR (100% commission or split fee plan). ATLANTA COMMUNITIES shall have the authority to deduct any past due financial obligations owed by CONTRACTOR from any compensation owed CONTRACTOR.

TERMINATION

Either party may terminate this Agreement without cause at any time. Any work begun before but completed after termination of this Agreement shall be completed in the same manner as if this Agreement were still in force, and all compensation owed CONTRACTOR shall be paid as if CONTRACTOR was currently affiliated with ATLANTA COMMUNITIES.

TERM AND RENEWAL

Unless earlier terminated as provided in the TERMINATION paragraph above, the term of this Agreement shall be for one year and shall automatically renew upon each yearly anniversary date.

CONTRACTOR'S RESPONSIBILITIES

CONTRACTOR shall act as a real estate sales agent on behalf of ATLANTA COMMUNITIES subject to all applicable local, state and federal laws and regulations, the by-laws of their local board(s) of REALTORS, all applicable multiple listing services rules, the Code of Ethics of the National Association of REALTORS and the office Policies and Procedures established by ATLANTA COMMUNITIES.

CONTRACTOR acknowledges that ATLANTA COMMUNITIES has the right to determine the commissions charged for the services of its sales force. ATLANTA COMMUNITIES hereby authorizes CONTRACTOR to negotiate or otherwise independently establish the commission to be paid ATLANTA COMMUNITIES on a transaction-by-transaction basis on all agency relationships, referrals and cooperative sales procured by CONTRACTOR. ATLANTA COMMUNITIES reserves the right to discourage or prohibit the advertising of commission rates or fees without the prior written authority of ATLANTA COMMUNITIES.

CONTRACTOR shall be responsible for all of CONTRACTOR'S personal expenses, including but not limited to automobile, travel, workers' compensation, disability and other insurance, entertainment, food, lodging, license fees and all other fees, dues and taxes. CONTRACTOR shall immediately reimburse ATLANTA COMMUNITIES for any monies paid on CONTRACTOR'S behalf as a result of contracts, judgments, arbitration awards, mediations or other established entitlements.

Should CONTRACTOR close a transaction with any leads procured through an outside Broker referral agreement, CONTRACTOR



INDEPENDENT CONTRACTOR PLAN

		Most Popular		
100% Plan	Team Plan 80/20	Split Plan 80/20	AIM New Agent Plan 80/20	Married Plan Shared 80/20
100% Commission	\$6,000 / \$3,000 <small>Team Lead Cap Team Member Cap</small>	\$6,000 _{Cap}	\$6,000 _{Cap} <small>+ 20% AIM Fee on First 5 Transactions</small>	\$6,000 _{Cap}
\$475 ⁰⁰ _{month} <small>+ \$50/Mo. Office Fee</small>	\$50 ⁰⁰ _{month/agent} <small>Team Lead</small>	\$50 ⁰⁰ _{month}	\$50 ⁰⁰ _{month}	\$50 ⁰⁰ _{month/agent}

SELECT ONE

- 100%
- Team Initial _____
- Split Date: _____
- AIM/New Agent
- Married Plan

OPTIONAL TECHNOLOGY TOOLS


ATLANTA COMMUNITIES REAL ESTATE BROKERAGE
 \$7.50 / mo — Atlanta Communities Email


 \$50 Year — Signup at www.AtlCommunities.net/LookBookLink

CREDIT CARD BILLING INFORMATION

VISA NAME ON CARD: _____
 MASTERCARD CARD NUMBER: _____
 AMERICAN EXPRESS EXPIRATION DATE: ___ / ___ CVC: _____
 DISCOVER AUTHORIZED SIGNATURE: _____ DATE: _____

*To make changes to credit card billing information, Contact Drew Ford at (770) 240-2000 | email: Drew@AtlantaCommunities.net



AFFILIATION WITH LOCAL BOARD OF REALTORS®

Agents must be a Member of the National Association of REALTORS®

Agents must choose and join a Board from the list provided. Board dues are a responsibility of the agent. Annual dues vary by Association. Please contact your Board of choice for up-to-date pricing and member benefits.

I WILL JOIN A LOCAL BOARD

CONTRACTOR

DATE

Becoming a Member of the National Association of REALTORS®

Membership in a local association of REALTORS® is *REQUIRED* and automatically extends your membership to the state association and national association. If you're currently not a member of the National Association of REALTORS®, you need to become one and must first join a local real estate association.

ATLANTA COMMUNITIES is a member of the following REALTOR® Associations. Agents affiliated ATLANTA COMMUNITIES may choose as their primary association any association in the list provided.

400 North Association of Realtors®	400NorthRealtors.com	(404) 845-4008
Atlanta Commercial Board of Realtors®	atlcbcr.com	(404) 250-0051
Atlanta Realtors® Association	atlantarealtors.com	(404) 250-0051
Athens Area Association of Realtors®	realtorsathens.com	(706) 353-1126
Cherokee Association of Realtors®	caor.info	(770) 591-0004
Cobb Association of Realtors®	cobbrealtors.com	(770) 422-3900
Dekalb Association of Realtors®	dekalbrealtors.com	(770) 493-6100
Fayette County Board of Realtors®	FayetteRealtors.com	(770) 461-2401
Georgia Mountains & Lakes Realtors® Association	gmlrealtors.com	(706) 776-1551
Greater Rome Board of Realtors®	grbor.com	(404) 845-4025
Heart of Georgia	heartofgeorgia.com/	(770) 229-4478
Lake County Board of Realtors®	lakecountyrealtors.com	(706) 453-0823
Metro South Association of Realtors®	msar.org	(770) 477-7579
Newnan-Coweta Board of Realtors®	ncbor.net	(770) 683-0990
N.E. Atlanta Metro Association of Realtors	namar.org	(770) 495-7300
N.E. Georgia Board of Realtors®	negboard.com	(706) 781-3030
N.W. Metro Association of Realtors®	northwestmetrorealtors.com	(404) 845-4066
Paulding Board of Realtors®	pauldingrealtors.com	(404) 250-0051
Pickens County Board of Realtors®	pickensrealtors.com	(404) 845-4082
Walton – Barrow Board of Realtors®	waltonbarrowboardofrealtors.com	(770) 267-8671
West Georgia Board of Realtors®	westgaboarboard.org	(770) 949-9966

Here are 17 things that a REALTOR® promises to do, which non-affiliates don't:

1. Pledge to put the interests of buyers and sellers ahead of their own and to treat all parties honestly.
2. Refrain from exaggerating, misrepresenting or concealing material facts about a property; and is obligated to investigate and disclose when situations reasonably warrant.
3. Cooperate with other brokers/agents when it's in the best interests of the client to do so.
4. Disclose if they represent family members who own or are about to buy real estate, or if they themselves are a principal in a real estate transaction, that they are licensed to sell real estate.
5. Avoid providing professional services in a transaction where the agent has a present or contemplated interest without disclosing that interest.
6. Not collect any commissions without the seller's knowledge nor accept fees from a third party without the seller's express consent.
7. Refuse fees from more than one party without all parties' informed consent.
8. Not co-mingle client funds with the agent's own.
9. Attempt to ensure that all written documents are easy to understand and will give everybody a copy of what they sign.
10. Not discriminate in any fashion for any reason on the basis of race, color, religion, sex, handicap, familial status, sexual orientation, gender identity or national origin.
11. Be competent, to conform to standards of practice and to refuse to provide services for which they are unqualified.
12. Engage in truth in advertising and marketing.
13. Not practice law unless the agent is a lawyer.
14. Cooperate if charges are brought against them and present all evidence requested.
15. Agree to not bad mouth competition and agree not to file unfounded ethics complaints.
16. Not solicit another REALTOR'S® client nor interfere in a contractual relationship.
17. Submit to arbitration to settle matters and not seek legal remedies in the judicial system.

BUSINESS CARDS

PLACING YOUR ORDER:



Scan here to start your order online

AtlCommunities.net/OnboardingOrder

Using the online order process is more efficient and results in you receiving your cards sooner.

If you want a business card with a photo, you will need to have a Gmail account in order to upload it into the system. The process takes only a couple of minutes and you'll receive a proof within 1 business day.

If you don't have a Gmail account please complete this form and send your photo to your office staff that is assisting you with onboarding. They will be able to complete the process for you.

AGENT INFORMATION

NAME _____

TITLE(S)

- REALTOR
- ASSOCIATE BROKER
- Other _____

DIRECT # _____

OFFICE # _____

EMAIL _____

WEBSITE _____

BUSINESS CARD SELECTION

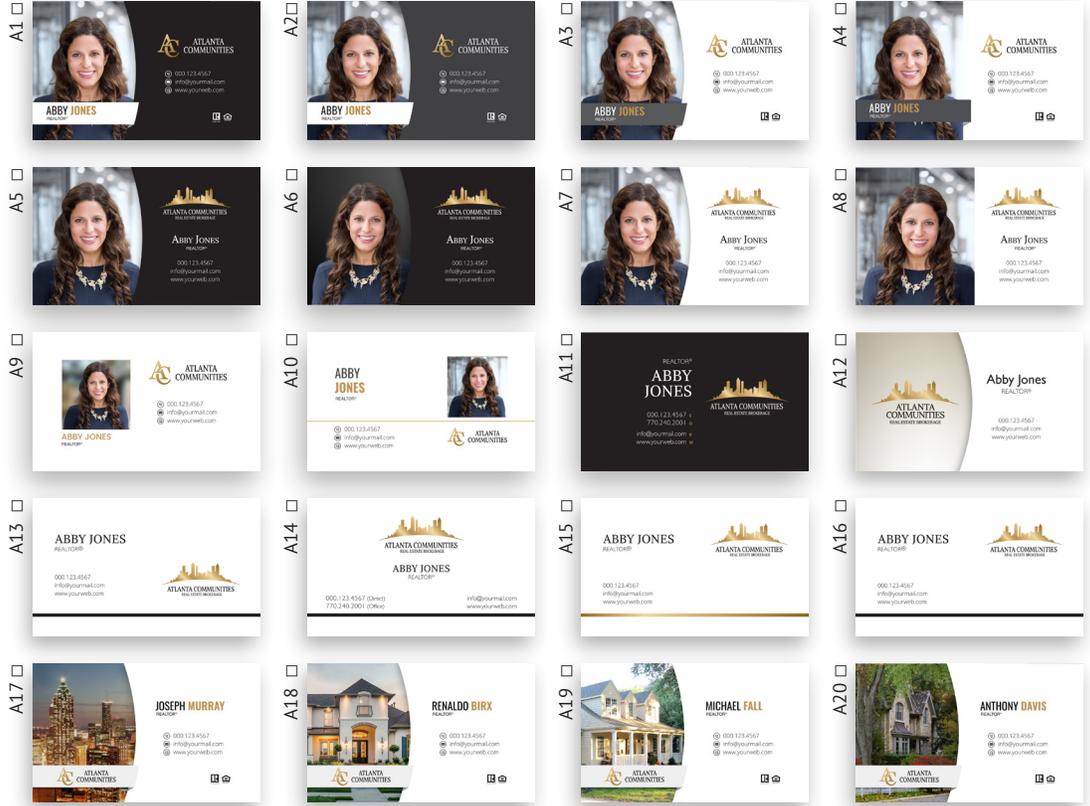
Select Card Front and Back Layout from either Option A or B

Qty: 1000

Corner: Rounded Squared

OPTION A

FRONT



BACK



OPTION B

FRONT



BACK



YARD SIGNS

Choose Your Sign Layout. Any Design Can be used as a Stake Sign or Panel for a Post.

- Qty: PANEL
 STAKE SIGN

***WE RECOMMEND POST AND PANEL SIGNS USED FOR ADVERTISING LISTINGS**



Choose the Atlanta Communities logo you would like on the sign.

- ATLANTA COMMUNITIES REAL ESTATE BROKERAGE
- ATLANTA COMMUNITIES
- ATLANTA COMMUNITIES MOUNTAIN LIVING
- ATLANTA COMMUNITIES LAKE COUNTRY



NAME BADGES

Oval badge:

- w/ Frame 3.25"x1.75"
- w/o Frame 3"x1.5"

Rectangular badge

- w/ Frame 3.25"x1.25"
- w/o Frame 3"x1"

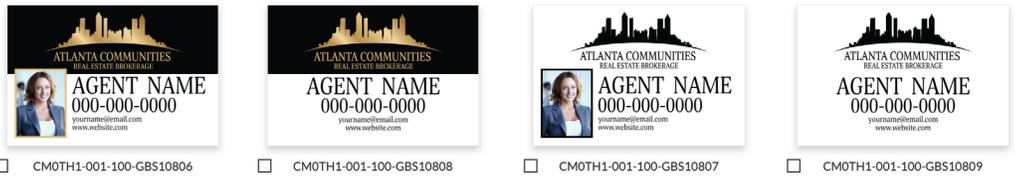
- Gold Frame
- Silver Frame
- Black Frame
- Frameless



CAR MAGNETS

OPTIONAL – BILLED TO YOUR ACCOUNT

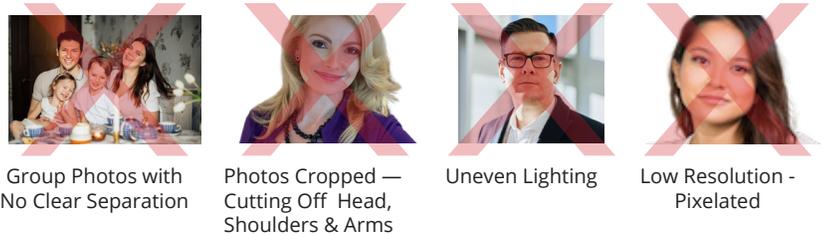
- 12" x 18.25", 30-mil magnets
- High-quality, 4-color printing
- All-weather material
- Premium UV gloss included



ABOUT YOUR PHOTOS AND LOGOS

When submitting your headshot to the office for use in printing materials you should take consideration on what the photo looks like and size of your image.

We need a professional photo that is not cropped, meaning there is space around your image with at least your shoulders and upper arms shown. This will allow us to remove the background, which is best to use with signs, business cards and email signatures. Refrain from using photos taken outside or with uneven lighting. When the background is removed the image typically looks out of place. With regards to image size, the larger the better. If the image file size is less than 1Mb, it's likely too small and will result in a blurred or pixelated photo when printed.



RECOMMENDED REAL ESTATE PHOTOGRAPHERS

- Kim Bates 770.617.7595
- Kate Kratochvil 404.933.1063
- Regis Lawson 317.525.3324
- Nikki Strayhorn 404.918.4667
- Ilya Zabanov 470.420.4237



NOTIFICATION TO BROKER

AFFILIATE NOTIFICATION TO BROKER OF PERSONAL REAL ESTATE ACTIVITIES

NAME OF BROKER: _____ LICENSE # _____

NAME OF FIRM: _____ FIRM # _____

NAME OF AFFILIATE: _____ LICENSE # _____

Salesperson

Associate Broker

Community Association Manager

List below any firms with firm number for which you currently act as Broker.

Firm Name: _____ LICENSE # _____

Firm Name: _____ LICENSE # _____

Are you licensed in another state? If so, which state(s)? _____ LICENSE # _____

PURPOSE: This 3 page form is to be completed by the firm's affiliates as a method of notification to the Broker in compliance with GREC Rule 520-1-.11(1) which states: "No licensee shall be permitted to list, sell, buy, exchange, rent, lease, or option or offer to list, sell, buy, exchange, rent, lease, or option real estate, either in individual or multiple parcels, in the licensee's own name or in the name of any other firm or entity in which the licensee is an officer, employee, beneficiary, or member of such firm or other entity acting as principal without first advising, in writing, the broker for whom the real estate licensee is acting."

1. LICENSEE OWNED PROPERTIES (Attach extra pages as needed.)

A. Within the past year, have you purchased and/or sold any properties in which you had ownership interests? ("Properties" include but are not limited to a second home, residential rental property, commercial rental property, income producing farmland/woodlands, etc.)

YES NO

1) If "Yes," describe each property you purchased or sold. _____

2) If "Yes," where was the earnest money held that was associated with the purchase or sale of each property? _____

B. Currently, are there any properties (other than the primary home in which you currently reside) in which you have "ownership interest"? See item (4) below for explanation of "ownership interest".

NO - Skip to Question #3

YES - COMPLETE ATTACHED FORM TO LIST PROPERTIES IN WHICH LICENSEE HAS OWNERSHIP INTEREST AND INCLUDE INFORMATION LISTED BELOW:

- 1) Complete street address of each property,
- 2) County in which each property is located,
- 3) Type of property (single family residence, apartment complex, condo unit, commercial building, industrial warehouse, shopping center, vacation home, vacant land, farmland, etc.)
- 4) Description of licensee's "ownership interest" in each property (to include but not limited to sole owner, co-owner, member of an LLC that owns the property, officer of Corporation that owns the property, stockholder in a company that owns the property, partner in a Partnership that owns the property, etc.)

NOTIFICATION TO BROKER

2. MANAGEMENT OF PROPERTIES IN WHICH LICENSEE HAS OWNERSHIP INTEREST

- A. The properties listed above in which you have ownership interest are (check all that apply):
 - rental properties (whether or not currently rented/leased),
 - properties for sale now or held to be sold at a later time,
 - other _____
- B. For properties in which you have ownership interest that are rented/leased:
 - 1) Do you participate in the management of any of the rental properties outside of the firm? _____
 - 2) If "Yes," describe your management participation including but not limited to leasing the properties, collecting security deposits, collecting rents, maintenance, etc. _____
 - 3) If you do participate in the management of any of the rental properties:
 - a) Where are the security deposits deposited and held? _____
 - b) Where are the rental payments deposited? _____
 - 4) If you do not participate in the management of the rental properties:
 - a) Who manages the rental properties? _____
 - b) Where are Security Deposits deposited and held? _____
 - c) Where are rental payments deposited? _____

3. TRUST ACCOUNT OWNED BY LICENSEE

- A. Do you currently own a trust account? YES NO
- B. If "Yes", list the name of the financial institution/bank and the last 4 digits (only) of the trust account(s): _____
- C. If "Yes", is the trust account designated by the bank as a "trust" or "escrow" account? _____
- D. Has the above trust account(s) been approved by your current Broker and registered with the GREC? YES NO
- E. Have you owned a trust account in the past? (other than that listed above) YES NO
If "Yes," is that trust account closed? _____

4. LICENSEE'S AFFIDAVIT

I certify that I have truthfully answered the questions above and submitted to my affiliated Broker complete and accurate information as requested herein.

Print Licensee's Name _____ License # _____

Signature of Licensee _____ Date: _____

Cell Phone # _____ Office Phone # _____

Email _____

NOTIFICATION TO BROKER

THIS FORM IS TO BE USED BY LICENSEES TO LIST ALL PROPERTIES IN WHICH THE LICENSEE HAS "OWNERSHIP INTEREST"
make copies as needed

COMPLETE ADDRESS OF PROPERTY

AFFILIATE'S OWNERSHIP INTEREST

COUNTY IN WHICH PROPERTY IS LOCATED: _____

THE PROPERTY DEED IS RECORDED IN DEED BOOK # _____ PAGE # _____

COMPLETE ADDRESS OF PROPERTY

AFFILIATE'S OWNERSHIP INTEREST

COUNTY IN WHICH PROPERTY IS LOCATED: _____

THE PROPERTY DEED IS RECORDED IN DEED BOOK # _____ PAGE # _____

COMPLETE ADDRESS OF PROPERTY

AFFILIATE'S OWNERSHIP INTEREST

COUNTY IN WHICH PROPERTY IS LOCATED: _____

THE PROPERTY DEED IS RECORDED IN DEED BOOK # _____ PAGE # _____

COMPLETE ADDRESS OF PROPERTY

AFFILIATE'S OWNERSHIP INTEREST

COUNTY IN WHICH PROPERTY IS LOCATED: _____

THE PROPERTY DEED IS RECORDED IN DEED BOOK # _____ PAGE # _____