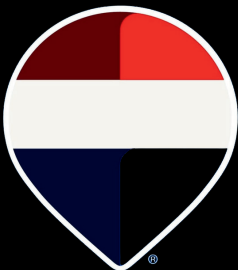




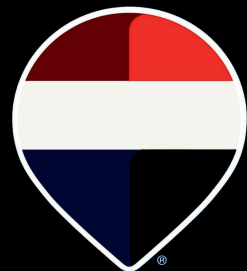
REMAX Universal

Kingwood Office
2940 Oak Street
Kingwood, TX 77339
281.358.8888



Cypress Office
13145 Spring Cypress Road
Building 2
Cypress, TX 77429
281.894.1000

Fairfield Office
20467 Cypresswood Drive
Suite A
Cypress, TX 77433
281.373.4300





Kingwood Office

Who Do I Ask?

Buddy Wall, Broker of Record – Real Estate questions

buddy@remaxuniversaltx.com | 281-348-3086

Matt Guzman, Owner – Real Estate questions or anything else!

matthewguzman@remax.net | 281-650-0533

Maria West, Operations Manager, for anything you need! If I can't help you, I will guide you in the right direction.

maria@remaxuniversaltx.com | 281-348-3048

Alexis Legault and Jenny Estrada – Compliance, CDA, Commissions, Office billing

compliance@remaxuniversaltx.com | 281-361-2258

Mya Amador and Emily Orozco – Front Desk – Reserving conference rooms, training room, help with copiers, checking out REMAX items.

frontdeskkingwood@remaxuniversaltx.com | 281-358-8888 | 979-837-7519

Richard Wilkinson to set up MAXTECH BoldTrail:

richard@remaxuniversaltx.com | 346-702-9771 (via text)

Bambi Kelly for any Marketing needs:

Bambi@remaxuniversaltx.com | 281-894-1000

Freddie Palomarez for Technology and AI Development

freddie@remaxuniversaltx.com | 346-814-8239

Save this number under “REMAX Universal Cell Phone” 979-837-7519

OFFICE INFORMATION

Welcome to REMAX Universal! We want to give you some details about the office to make your transition a little easier.

For the safety of all our staff and agents, our policy is that all clients will be required to sign in at the front desk, and they must be escorted to the exit once your meeting is over. If you are going out in prospect's car to show property, please make a copy of the driver's license and leave it with the front desk for safety reasons. Thanks for keeping our office safe!

WI-FI is RE/MAX Associates Northeast, and the password is Ultra24Sec!

Office hours are Monday through Friday, 9am to 5pm.

It is highly recommended that you check Workspace often. This is the easiest way to communicate information or get information.

We have 2 conferences rooms and a training room. Please reserve these rooms through the front desk.

We have balloons, flags, signs, riders, lockboxes, etc. available to you. These items need to be checked in and out through the front desk. Please plan ahead since we are not open during the weekend.

When you receive a package, the front desk will text you a picture to notify you it's in the mail room. You will not be notified when you receive regular mail so, please check your mailboxes often.

When the front desk receives checks/closing documents, those will be scanned and emailed to the appropriate agent, and uploaded to Workspace, if there's a transaction already started. The REMAX check will be given to our Compliance Department, and the original documents will be placed in your mailbox.

Front Desk Admins:

Mya Amador and Emily Orozco

Office: 281-358-8888, Cell: 979-837-7519 – This is the company cell phone, please save it on your phone

Email: frontdeskkingwood@remaxuniversaltx.com

Buddy Wall – Broker:

Office: 281-348-3086, Cell: 713-254-8949, buddy@remaxuniversaltx.com

Maria West – Operations Manager:

Office: 281-348-3048, maria@remaxuniversaltx.com

Alexis Legault – Risk/Compliance Admin

Jenny Estrada – Risk/Compliance Admin

Office: 281-361-2258, compliance@remaxuniversaltx.com



Kingwood Office

INFORMATION & PROCEDURES FROM THE RISK DEPARTMENT

Procedure for Closing (Commissions) Checks

- Copies of all checks, including checks to RE/MAX Universal, are part of the transaction.
- The transaction CANNOT be closed without copies of the checks submitted to the Workspace transaction and the checks turned in.
- If the transaction is not closed, it WILL NOT be counted in the monthly totals.
- It is your responsibility to get all checks from the title company.
- If the title company must mail the checks, they need to be sent overnight to avoid any delay in closing the transaction, especially end of month closings.
- Scan checks and add to your transaction on Workspace. If the front desk receives the checks and documents, this will be done for you.
- If the check doesn't have transaction information on the check stub, please attach the check to a Check Transmittal form located in the first-floor work room. If the front desk receives the checks and documents, this will be done for you.
- Place the checks in one of the trays in the cabinet.
- If your commission is wired, submit a copy of the wire on Workspace.

Extension of Closing Date

- If the transaction already has a CDA issued, email/call Alexis to send the transaction back to you.
- Change the closing date for the transaction on Workspace.
- Upload an amendment to extend the closing date to the transaction on Workspace.
- Re-submit the transaction on Workspace.

Payments for Leases (First month rent):

- We can accept these payments via Zelle to payment@remaxuniversaltx.com, payment registered to WALLGOOD, LLC. Please include the transaction address or agent's name in the memo.

Office Bill Auto Pay & ZELLE

- You can use ZELLE to pay your monthly bill by sending the payment to payment@remaxuniversaltx.com, payment registered to WALLGOOD, LLC.
- You can set up auto pay through your bank to send a check directly to RE/MAX Universal.
- The office bill is emailed to agents on the 23rd of every month so make sure the payment is sent to RE/MAX before the 1st of the month.

If you have any questions on the above, please contact Alexis Legault or Jenny Estrada, 281-361-2258 or email to compliance@remaxuniversaltx.com, if Alexis or Jenny are not available, please contact Maria West.



PROPERTY TIME INFORMATION

Each quarter, we open **Property Time sign-ups** for all agents. This is a **voluntary three-month commitment**, but once you sign up, you are expected to fulfill all your assigned shifts for the entire quarter.

Property Time Shifts (Monday–Friday):

- 9:00 AM – 11:00 AM
- 11:00 AM – 1:00 PM
- 1:00 PM – 3:00 PM
- 3:00 PM – 5:00 PM

A new **Property Time Schedule** is published each month. Agents who sign up will receive their schedule via email, and a physical copy will also be posted in the workroom around the **15th of each month**. The schedule will also be posted in Workspace.

If you are unable to cover your shift, it is **your responsibility** to find a replacement and **notify the Front Desk** so they can direct calls to the correct agent.

Agents are required to be present in the building during their scheduled Property Time shift. Being in the office allows us to provide prompt service to walk-ins, maintain team visibility, and create more lead opportunities.

Property Time Rules

LATE POLICY

- If you will be **up to 15 minutes late**, contact the agent currently on duty and notify the Front Desk of the change.
- If you will be **more than 15 minutes late**, arrange coverage with another agent **in advance**.
- Agents who are late and **fail to arrange coverage** will be removed from Property Time for the remainder of the month (or the following month if the shift falls at month-end).
- Agents who are **late three (3) times** within the year will be removed from Property Time for **one year**.

NO-SHOW POLICY

- Missing your scheduled shift entirely without coverage will be considered a **no-show**.
- A no-show results in immediate removal from Property Time for the **remainder of the current quarter** (or the next quarter if it occurs in the final month).
- Three (3) no-shows will result in removal from Property Time for **one year**.

We appreciate your cooperation and professionalism in helping us maintain consistent office coverage and exceptional service to our clients. Thank you for your continued teamwork and dedication!



REMAX Universal Agent Onboarding Checklist:

Agent Name: _____

It is essential that all new Realtors to the brokerage complete this document. Have your office manager sign off on it once you have completed all tasks. **Please save this document in PDF format to your computer.**

Texas Real Estate Commission. - BROKER

Username:	Password:	Have I accepted Brokers invite? Put in date completed.	TREC License number:

Houston Association of Realtors - BROKER

Username	Password	Agent MLS Public ID

National Association of Realtors - BROKER

Username	Password	NRSDS Number

REMAX MaxCenter - BROKER

Username	Password

Zipforms / Dotloop - BROKER

Login Username	Password

REMAX MAXCENTER CHECKLIST

- Complete Max Center Agent profile. Complete Bio, contact details, Agent Head shot, social media accounts, service areas etc. MUST BE COMPLETE IN FULL! Date Completed: _____
- Log into RE/MAX University in your Max Center, and complete class **RE/MAX 101: Liftoff Starts Now**. Date Completed: _____
- Tech 101: **Getting started in REMAX University as an Agent**. Date Completed: _____
- Complete New to **REMAX Technology Onboarding Course**. Date Completed: _____
- **Complete first initial setup up on BoldTrails**. Date Completed: _____
- **Complete Agent Quick Start Course on BoldTrails**. Date Completed: _____
- Check Agents' E-Mail signatures for Compliance. IABS & Consumer protection notice above signature. Date Completed: _____
- **Initial sit down with BoldTrail for an overview of their BoldTrail and operations**. Date Completed: _____

MARKETING DEPARTMENT

BAMBI KELLY

- Agent to meet with REMAX Universal marketing to review services offered. Date Completed: _____
- Agent to join REMAX Universal private Facebook group. Date Completed: _____
- Facebook welcome post, with short snapshot about who is the Agent. E.g.: Lover of Italian food, sports fan, 2 dogs, loves snowboarding.
- Agent to view REMAX Marketplace. Date Completed: _____

**Request for Taxpayer
Identification Number and Certification**

Go to www.irs.gov/FormW9 for instructions and the latest information.

Give form to the
requester. Do not
send to the IRS.

Before you begin. For guidance related to the purpose of Form W-9, see *Purpose of Form*, below.

Print or type. See Specific Instructions on page 3.	1 Name of entity/individual. An entry is required. (For a sole proprietor or disregarded entity, enter the owner's name on line 1, and enter the business/disregarded entity's name on line 2.) WALLGOOD, LLC	
	2 Business name/disregarded entity name, if different from above. REMAX Universal Northeast	
	3a Check the appropriate box for federal tax classification of the entity/individual whose name is entered on line 1. Check only one of the following seven boxes. ☐ Individual/sole proprietor ☐ C corporation ☐ S corporation ☐ Partnership ☐ Trust/estate ☒ LLC. Enter the tax classification (C = C corporation, S = S corporation, P = Partnership) S Note: Check the "LLC" box above and, in the entry space, enter the appropriate code (C, S, or P) for the tax classification of the LLC, unless it is a disregarded entity. A disregarded entity should instead check the appropriate box for the tax classification of its owner. ☐ Other (see instructions) _____	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from Foreign Account Tax Compliance Act (FATCA) reporting code (if any) _____ (Applies to accounts maintained outside the United States.)
	3b If on line 3a you checked "Partnership" or "Trust/estate," or checked "LLC" and entered "P" as its tax classification, and you are providing this form to a partnership, trust, or estate in which you have an ownership interest, check this box if you have any foreign partners, owners, or beneficiaries. See instructions ☐	
	5 Address (number, street, and apt. or suite no.). See instructions. 2940 Oak Street	Requester's name and address (optional)
6 City, state, and ZIP code Kingwood, TX 77339		
7 List account number(s) here (optional)		

Part I Taxpayer Identification Number (TIN)	Social security number											
Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see <i>How to get a TIN</i> , later.	<table><tr><td></td><td></td><td></td><td>-</td><td></td><td></td><td>-</td><td></td><td></td><td></td><td></td></tr></table>				-			-				
			-			-						
Note: If the account is in more than one name, see the instructions for line 1. See also <i>What Name and Number To Give the Requester</i> for guidelines on whose number to enter.	or Employer identification number											
	<table><tr><td>8</td><td>1</td><td>-</td><td>2</td><td>6</td><td>2</td><td>0</td><td>5</td><td>2</td><td>7</td></tr></table>	8	1	-	2	6	2	0	5	2	7	
8	1	-	2	6	2	0	5	2	7			

Part II Certification					
Under penalties of perjury, I certify that:					
1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and					
2. I am not subject to backup withholding because (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and					
3. I am a U.S. citizen or other U.S. person (defined below); and					
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.					
Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and, generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.					
Sign Here	<table><tr><td>Signature of U.S. person</td><td>Matthew Guzman</td><td>Date</td><td>1/5/2026</td></tr></table>	Signature of U.S. person	Matthew Guzman	Date	1/5/2026
Signature of U.S. person	Matthew Guzman	Date	1/5/2026		

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

What's New

Line 3a has been modified to clarify how a disregarded entity completes this line. An LLC that is a disregarded entity should check the appropriate box for the tax classification of its owner. Otherwise, it should check the "LLC" box and enter its appropriate tax classification.

New line 3b has been added to this form. A flow-through entity is required to complete this line to indicate that it has direct or indirect foreign partners, owners, or beneficiaries when it provides the Form W-9 to another flow-through entity in which it has an ownership interest. This change is intended to provide a flow-through entity with information regarding the status of its indirect foreign partners, owners, or beneficiaries, so that it can satisfy any applicable reporting requirements. For example, a partnership that has any indirect foreign partners may be required to complete Schedules K-2 and K-3. See the Partnership Instructions for Schedules K-2 and K-3 (Form 1065).

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS is giving you this form because they



Information About Brokerage Services

Texas law requires all real estate license holders to give the following information about brokerage services to prospective buyers, tenants, sellers and landlords.

11-03-2025



TYPES OF REAL ESTATE LICENSE HOLDERS:

- **A BROKER** is responsible for all brokerage activities, including acts performed by sales agents sponsored by the broker.
- **A SALES AGENT** must be sponsored by a broker and works with clients on behalf of the broker.

A BROKER'S MINIMUM DUTIES REQUIRED BY LAW (A client is the person or party that the broker represents):

- Put the interests of the client above all others, including the broker's own interests;
- Inform the client of any material information about the property or transaction received by the broker;
- Answer the client's questions and present any offer to or counter-offer from the client; and
- Treat all parties to a real estate transaction honestly and fairly.

WRITTEN AGREEMENTS ARE REQUIRED IN CERTAIN SITUATIONS: A license holder who performs brokerage activity for a prospective buyer of residential property must enter into a written agreement with the buyer before showing any residential property to the buyer or if no residential property will be shown, before presenting an offer on behalf of the buyer. This written agreement must contain specific information required by Texas law. For more information on these requirements, see section 1101.563 of the Texas Occupations Code. **Even if a written agreement is not required, to avoid disputes, all agreements between you and a broker should be in writing and clearly establish: (i) the broker's duties and responsibilities to you and your obligations under the agreement; and (ii) the amount or rate of compensation the broker will receive and how this amount is determined.**

A LICENSE HOLDER CAN REPRESENT A PARTY IN A REAL ESTATE TRANSACTION:

AS AGENT FOR OWNER (SELLER/LANDLORD): The broker becomes the property owner's agent through an agreement with the owner, usually in a written listing to sell or property management agreement. An owner's agent must perform the broker's minimum duties above and must inform the owner of any material information about the property or transaction known by the agent, including information disclosed to the agent by the buyer or buyer's agent. **An owner's agent fees are not set by law and are fully negotiable.**

AS AGENT FOR BUYER/TENANT: The broker becomes the buyer/tenant's agent by agreeing to represent the buyer, usually through a written representation agreement. A buyer's agent must perform the broker's minimum duties above and must inform the buyer of any material information about the property or transaction known by the agent, including information disclosed to the agent by the seller or seller's agent. **A buyer/tenant's agent fees are not set by law and are fully negotiable.**

AS AGENT FOR BOTH - INTERMEDIARY: To act as an intermediary between the parties the broker must first obtain the written agreement of each party to the transaction. The written agreement must state who will pay the broker and, in conspicuous bold or underlined print, set forth the broker's obligations as an intermediary. A broker who acts as an intermediary:

- Must treat all parties to the transaction impartially and fairly;
- May, with the parties' written consent, appoint a different license holder associated with the broker to each party (owner and buyer) to communicate with, provide opinions and advice to, and carry out the instructions of each party to the transaction.
- Must not, unless specifically authorized in writing to do so by the party, disclose:
 - o that the owner will accept a price less than the written asking price;
 - o that the buyer/tenant will pay a price greater than the price submitted in a written offer; and
 - o any confidential information or any other information that a party specifically instructs the broker in writing not to disclose, unless required to do so by law.

A LICENSE HOLDER CAN SHOW PROPERTY TO A BUYER/TENANT WITHOUT REPRESENTING THE BUYER/TENANT IF:

- The broker has not agreed with the buyer/tenant, either orally or in writing, to represent the buyer/tenant;
- The broker is not otherwise acting as the buyer/tenant's agent at the time of showing the property;
- The broker does not provide the buyer/tenant opinions or advice regarding the property or real estate transactions generally; and
- The broker does not perform any other act of real estate brokerage for the buyer/tenant.

Before showing a residential property to an unrepresented prospective buyer, a license holder must enter into a written agreement that contains the information required by section 1101.563 of the Texas Occupations Code. The agreement may not be exclusive and must be limited to no more than 14 days.

LICENSE HOLDER CONTACT INFORMATION: This notice is being provided for information purposes. It does not create an obligation for you to use the broker's services. Please acknowledge receipt of this notice below and retain a copy for your records.

<u>REMAX Universal</u>	<u>9005459-BB</u>	<u>bwall@remax.net</u>	<u>(281)358-8888</u>
Name of Sponsoring Broker (Licensed Individual or Business Entity)	License No.	Email	Phone
<u>Buddy Wall</u>	<u>9005459-BB</u>	<u>bwall@remax.net</u>	<u>(281)358-8888</u>
Name of Designated Broker of Licensed Business Entity, if applicable	License No.	Email	Phone
<u>Matthew Guzman</u>	<u>641134-SA</u>	<u>matthewguzman@remax.net</u>	<u>(281)358-8888</u>
Name of Licensed Supervisor of Sales Agent/Associate, if applicable	License No.	Email	Phone
_____	_____	_____	_____
Name of Sales Agent/Associate	License No.	Email	Phone

Buyer/Tenant/Seller/Landlord Initials

Date

Regulated by the Texas Real Estate Commission

Information available at www.trec.texas.gov

IABS 1-2

RE/MAX Universal Northeast, 2940 Oak Street Kingwood TX 77339
Buddy Wall

Phone: 2813483086 Fax: 2613586142
Produced with Lone Wolf Transactions (zipForm Edition) 717 N Harwood St, Suite 2200, Dallas, TX 75201 www.lwolf.com

BROKER CONTACT INFORMATION

(Print name(s) only. Do not sign)

The brokers to this sale are:

REMAX Universal _____ (Broker Firm) represents Seller only as Seller's agent.	
Address: 2940 Oak Street, Kingwood, TX 77339	
Broker Firm License No.: 9005459-BB	
Associate's Name: _____	
Team Name: _____	
Associate's Email: _____	
Associate's Phone No.: _____	Associate's License No.: _____
Licensed Supervisor of Associate: Matthew Guzman	
Phone No. of Licensed Supervisor: (281)358-8888	License No.: 641134-SA
_____ (Broker Firm) represents Buyer only as Buyer's agent.	
Address: _____	
Broker Firm License No.: _____	
Associate's Name: _____	
Team Name: _____	
Associate's Email: _____	
Associate's Phone No.: _____	Associate's License No.: _____
Licensed Supervisor of Associate: _____	
Phone No. of Licensed Supervisor: _____	License No.: _____

Intermediary

_____ (Broker Firm) represents Seller and Buyer as an intermediary.	
Address: _____	
Broker Firm License No.: _____	
Associate's Name (for Seller): _____	
Team Name: _____	
Associate's Email: _____	
Associate's Phone No.: _____	Associate's License No.: _____
Licensed Supervisor of Associate: _____	
Phone No. of Licensed Supervisor: _____	License No.: _____
Associate's Name (for Buyer): _____	
Team Name: _____	
Associate's Email: _____	
Associate's Phone No.: _____	Associate's License No.: _____
Licensed Supervisor of Associate: _____	
Phone No. of Licensed Supervisor: _____	License No.: _____

TREC NO. 20-19
TXR 1601

BROKER CONTACT INFORMATION
(Print name(s) only. Do not sign)

The brokers to this sale are:

_____ (Broker Firm) represents Seller only as Seller's agent.	
Address: _____	
Broker Firm License No.: _____	
Associate's Name: _____	
Team Name: _____	
Associate's Email: _____	
Associate's Phone No.: _____	Associate's License No.: _____
Licensed Supervisor of Associate: _____	
Phone No. of Licensed Supervisor: _____	License No.: _____
_____ REMAX Universal (Broker Firm) represents Buyer only as Buyer's agent.	
Address: 2940 Oak Street, Kingwood, TX 77339	
Broker Firm License No.: 9005459-BB	
Associate's Name: _____	
Team Name: _____	
Associate's Email: _____	
Associate's Phone No.: _____	Associate's License No.: _____
Licensed Supervisor of Associate: Matthew Guzman	
Phone No. of Licensed Supervisor: (281)358-8888	License No.: 641134-SA

Intermediary

_____ (Broker Firm) represents Seller and Buyer as an intermediary.	
Address: _____	
Broker Firm License No.: _____	
Associate's Name (for Seller): _____	
Team Name: _____	
Associate's Email: _____	
Associate's Phone No.: _____	Associate's License No.: _____
Licensed Supervisor of Associate: _____	
Phone No. of Licensed Supervisor: _____	License No.: _____
Associate's Name (for Buyer): _____	
Team Name: _____	
Associate's Email: _____	
Associate's Phone No.: _____	Associate's License No.: _____
Licensed Supervisor of Associate: _____	
Phone No. of Licensed Supervisor: _____	License No.: _____

TREC NO. 20-19
TXR 1601



Welcome to Giraffe360

Smarter property marketing from one connected platform

Your brokerage uses Giraffe360 to help agents capture, market, and present listings beautifully from day one.



98%+
accurate
floor plans

Modern listing media, made simple



Save time with
one simple capture
workflow



Create premium
listing
presentations



Deliver a standout
client
experience



Keep high-quality
listing media assets
all in one platform

Create everything from one camera



HDR Photos



Virtual Tours



Floor Plans



Drone &
Cinematic Videos



Property Websites

All managed through one connected platform.



One camera, multiple deliverables

- ✓ Easy all-in-one capture
- ✓ Great for everyday listings
- ✓ Simple workflow
- ✓ Premium media output
- ✓ Great for elevated marketing
- ✓ Ideal for media-heavy listings



Photos, tours, plans, videos, and property websites, all from one platform.



GIRAFFE 360 PRICING

First tour: Complimentary on-site training with self service fees below

Self Serve: \$125 for full package, 40 photos, floor plan and virtual tour

Self Serve: \$100 for 40 photos

Self Serve: \$100 for Virtual Tour and Floor plan

Full Service: \$225 for full package, 40 photos, floor plan and virtual tour

Full Service: \$175 for Virtual Tour and Floor plan

Charges will be added to your office bill.

Camera reserved through the Front Desk

Questions?

Tom Whitaker, tom@remaxuniversaltx.com

To add the link to your Information About Brokerage Services (IABS) and Consumer Protection notices to your email signature, etc., you can use the steps below to log in to the HAR Member Portal and copy and paste the links. We also provide HTML code which could be used to post the forms on your non-HAR website. (see screenshot below)

- Log on to HAR.com
- Click on “My Account” on the navy menu on the left side of the page.
- Click on the “Account Info” sub-menu then on “Information About Brokerage Services”
- Once on the page, you will see a section for both the IABS and Consumer Protection Notice
- Click the “Copy URL” button to copy the link, then paste it to the desired location (email, etc.)
- Repeat the process to copy the link for both forms and paste them to the appropriate location

Information About Brokerage Services

In light of recent TREC regulations, you are now required to provide Information About Brokerage Services to your clients. You need to add a link to this form (shown below) on your website, Facebook business page and any other advertising media. To learn more about this new TREC regulation, click here

Get Link For Information About Brokerage Services

<https://members.har.com/mhf/terms/disbBr> **COPY URL**

[Preview ↗](#) [Information About Brokerage Services ↗](#)

Texas Real Estate Commission Consumer Protection Notice

In light of recent TREC regulations, you are now required to provide Texas Real Estate Commission Consumer Protection Notice to your clients. You need to add a link to this form (shown below) on your website, Facebook business page and any other advertising media. To learn more about this new TREC regulation, click here

Get Link For Consumer Protection Notice

<https://www.trec.texas.gov/sites/default/files> **COPY URL**

Note: It is important to refer to the Texas Real Estate Commission (TREC) website regulations to be sure you are posting these links in the appropriate places and in the appropriate manner. The HAR page referred to above provides links to the information regarding the varying regulations and usage on TREC’s website.

Information About Brokerage Services

In light of recent TREC regulations, you are now required to provide Information About Brokerage Services to your clients. You need to add a link to this form (shown below) on your website, Facebook business page and any other advertising media. To learn more about this new TREC regulation, [click here](#).

<http://members.har.com/mhf/terms/dispBrokerInfo.cfm?sitetype=a>

Copy URL

Preview

Information About Brokerage Services

How to change the information on Information About Brokerage Services

If the information on your Information About Brokerage Services is incorrect, please inform your broker to edit this information.

Here are the instructions:

1. Login to HAR.com Members Only Portal.
2. Choose 'My Contact Information' option under 'My Account'.
3. Click on 'Edit Information' button under Information About Brokerage Services.

Texas Real Estate Commission Consumer Protection Notice

In light of recent TREC regulations, you are now required to provide Texas Real Estate Commission Consumer Protection Notice to your clients. You need to add a link to this form (shown below) on your website, Facebook business page and any other advertising media. To learn more about this new TREC regulation, [click here](#).

<https://www.trec.texas.gov/sites/default/files/pdf-forms/CN%201-2.pdf>

Copy URL

Preview

Texas Real Estate Commission Consumer Protection Notice

Get HTML Code for IABS & Consumer Protection Notice

Copy and paste the embed code below to display IABS and Consumer Protection Notice on your website.

```
<table width="100%"><tr><td width="50%" align="center"><a  
href="https://www.trec.texas.gov/sites/default/files/pdf-forms/CN%201-2.pdf"  
target="_blank">Texas Real Estate Commission Consumer Protection Notice</a>  
</td>  
  
<td width="50%" align="center"><a
```

Copy HTML

Alternatively, you can use the preformatted form titles from the Signature area on HAR.com.
(see screenshot below)

- Log on to HAR.com
- Hover on the “My Account” navy menu on the left side of the page
- Click on “Personalize Information” then on “Create Email Signature”
- Once on the page, simply copy both form titles (shown in blue)
- Paste them to the appropriate location



-  Dashboard
-  MLS
-  Tools
-  My Account
-  Leads / Appt
-  Training
-  Inside HAR

Create Email Signature

Create E-Mail Signature

Use this tool to create an e-mail signature that you can copy and paste into your mail client (e.g. Outlook, Hotmail, Yahoo! Mail, Gmail, AOL Mail and other). There are various templates to choose from to create your signature. Please note that the signature that you create here will only appear in your mail client. It will not show up on your lead notifications, client gateway, or anywhere else on HAR.com.

Use Template: --Select Template--

Signature View

B I U [List Icons]
Font Size ▾ Font Family ▾ Font Format ▾
[More Icons]

Texas Real Estate Commission Consumer Protection Notice
Texas Real Estate Commission Information About Brokerage Services



Marilyn Maxwell

Member Training & Outreach Specialist

Houston Association of REALTORS

Email: marilyn@har.com

Phone: (713) 629-1900 x 288

*The phone number displayed is the preferred phone number in your account settings.

Create E-mail Signature

Use this tool to create an e-mail signature that you can copy and paste into your mail client (e.g. Outlook, Hotmail, Yahoo! Mail, Gmail, AOL Mail and other). There are various templates to choose from to create your signature. Please note that the signature that you create here will only appear in your mail client. It will not show up on your lead notifications, client gateway, or anywhere else on HAR.com.

Watch How to Use HAR's Email Signature Tool

My Signature Note: Signature in Tempo is maintained separately

Use Template: --Select Template--

Signature View:

Texas Real Estate Commission Consumer Protection Notice
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Marilyn Maxwell
 Member Training & Outreach Specialist
 Houston Association of REALTORS
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 Email: marilyn@har.com

Note: It is important to refer to the Texas Real Estate Commission (TREC) website regulations to be sure you are posting these links in the appropriate places and in the appropriate manner. The HAR page referred to above provides links to the information regarding the varying regulations and usage on TREC's website.

Information About Brokerage Services

In light of recent TREC regulations, you are now required to provide Information About Brokerage Services to your clients. You need to add a link to this form (shown below) on your website, Facebook business page and any other advertising media. To learn more about this new TREC regulation, [click here](#)

KINGWOOD OFFICE

We ask that the alarm system be turned on by the last person out of the building. We have two (2) keypads installed, one located by the front door and one by the side door. The system needs to be armed at only one of the keypads. The system has both perimeter and motion detection. There are two modes for setting the alarm system, the **STAY** mode and the **AWAY** mode.

STAY is used when the user is inside the premise and wants protection around the perimeter.

AWAY is used when the user leaves the premise and wants both interior and perimeter protection.

If you are the last person out at night, arm the system in the **AWAY** mode.

The last person leaving must walk the building to make sure no one else is present.

Arming the system:

- All exterior doors must be closed. (4 doors total ,front, side, back and fire escape
 - The green "Ready" light must be on or flashing when all protected zones and sensors are secure.
 - **The security system will not arm if the ready light is not on or flashing.**
 - If the power light is off, you have no power. Restore power if possible. If not, contact management.
1. Arm the system in the "**STAY**" mode by entering the code (2007) and pressing the STAY key
OR
 2. Arm the system in the "**AWAY**" mode by entering the code (2007) and by pressing the AWAY key

Disarming the system:

Your key fob should disarm the system when entering the building. If after entering the door, the keypad control sounds a continuous tone, you will have **45 seconds** to enter a valid numeric code (2007) and press the "OFF" key at either of the keypads.

The red "armed light" will go off and the tone will stop.

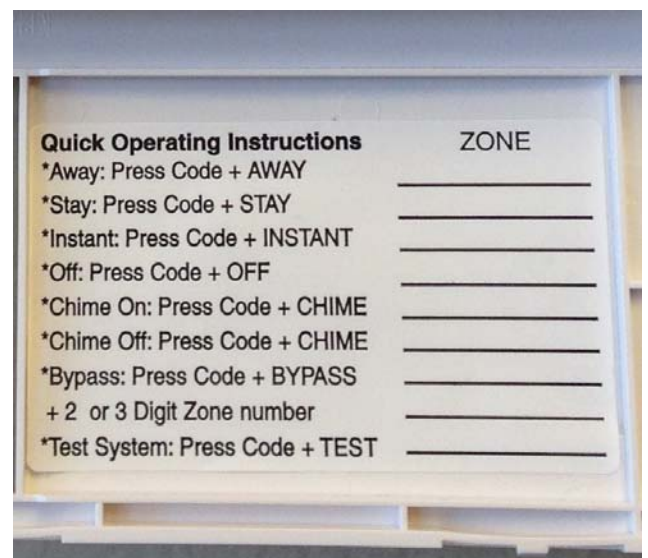
The security system is now DISARMED.

Triggering the alarm:

If a valid numeric code (2007) is **NOT** entered before the end of the entry delay (**45 seconds**), an alarm will occur.

The security company will call the phone located in the **computer room on the first floor** and ask for the password (SUPRA) NOT the numeric code.

You must answer the phone and give the correct password or the Houston Police department will be sent to our office.



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value

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value

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ANGELA SALAZAR

832-657-5179

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