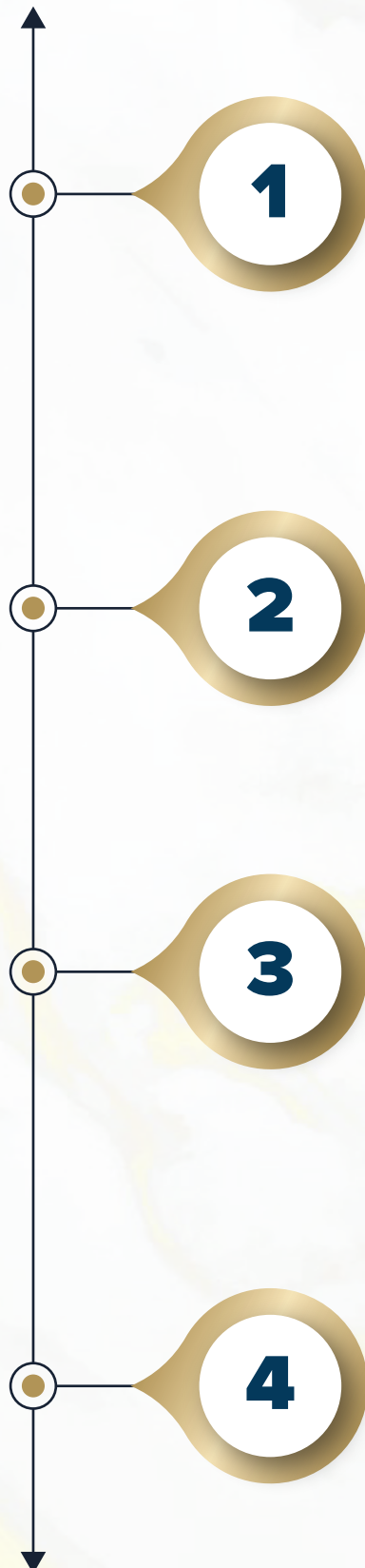


ONBOARDING PROCESS

TRANSFER AGENTS



FIRST CLASS
Realty Inc., Brokerage



RECO APPLICATION

- Provide Government Issued ID (e.g. Driver's License, Passport)
- Resignation Letter (must provide to the previous brokerage)
- Complete RECO transfer form
- Credit Card Information for RECO registration (including CVV)

REGISTRATION FEE: \$100 (MASTERCARD AND VISA ONLY)
PROCESSING TIME: 1 BUSINESS DAY

TRREB APPLICATION

- Complete Notice of Transfer Form
- Credit Card Information for TRREB registration (including CVV)
- Broker of Record or Manager to Provide Permission in MLS

REGISTRATION FEE: \$28.5 (MASTERCARD AND VISA ONLY)
PROCESSING TIME: 24 HOURS

FIRST CLASS REALTY CONTRACT

- Choose one of three plans offered
- Provide SIN Number and HST Number
- Follow brokerage guidelines and comply with RECO regulations
- The contract term is one year
- Sign Pre-Authorized Debit Form (PAD)
- Provide bank information or void cheque

BUSINESS CARD PREPARATION

- Provide Professional Photo
- Send all information to marketing@firstclassrealty.ca (e.g. Trade Name, phone number, email, QR code, etc.)

MARKETING ASSISTANCE RESPONSE TIME: 48 HOURS

LOGIN & CONTACT INFORMATION



YOUR LOGIN INFO

Login to RECO Website: www.myweb.reco.on.ca

Login to TRREB Website: www.torontomls.net

Login to E-Commerce: <https://ecommerce.torontomls.net/accounts/>

Login to your account on the First Class Realty Website: www.firstclassrealty.ca

Username: your email **Password:** yourlastname1234

Login to your account on BrokerBay: <https://fcri.brokerbay.ca/>

Username: your email **Password:** TRREB number

OTHER RESOURCES

Apply for an HST Number: Please call CRA 1-800-959-5525 or visit www.cra.gc.ca

For Sale Sign Installation/Removal: <https://www.smartpostinstallers.com/>

Personal Real Estate Corporations (PREC) Application: info@firstclassrealty.ca

Mayaland (Print Shop): Please call 416-493-1895 or email mayaland@gmail.com

Print Star (Print Shop): Please call 647-291-4756 or email printstar01@gmail.com

FIRST CLASS DEPARTMENTS CONTACT INFO

Human Resources & General Inquiries

info@firstclassrealty.ca

Front Desk and Administrative Support

frontdesk@firstclassrealty.ca

Advertising and Marketing Assistance

marketing@firstclassrealty.ca

Deal Processing and Commission Inquiries

admin@firstclassrealty.ca

First Class Pre-Construction Sales Team

sales@firstclassrealty.ca

Office Location

7481 Woodbine Ave, Suite #203
Markham, ON L3R 2W1

Phone: 905.604.1010

Fax: 905.604.1111

Email: info@firstclassrealty.ca

Office Hours

MON-FRI: 9:30 to 19:30
SAT-SUN: 10:00 to 18:00

Office WI-FI:

Network Name: FIRST CLASS REALTY
Password: 74817481

Shan Feng - Broker of Record

Cell: 647.981.3689
Email: shan@shanfeng.ca

Hody Zhu - President & CEO

Cell: 416.858.6666
Email: hody.zhu@firstclassrealty.ca