

# INDEPENDENT CONTRACTOR AGREEMENT – SILVER PLAN

CHARLES RUTENBERG REALTY, Inc., ("Broker") and \_\_\_\_\_ (Contractor),  
who will do business as a: \_\_\_ Sales Associate \_\_\_ Broker Associate, hereby agree as follows:

1. **Independent Contractor Status** - Contractor agrees to work for Broker as an Independent Contractor, and not as an employee, however, Contractor understands that Broker is legally accountable for the activities of the Contractor. All costs and obligations incurred by Contractor in conducting his/her independent business shall be paid solely by Contractor, who will hold Broker harmless from any and all costs and obligations. Contractor will act independently as to the management of his/her time and efforts, and will be responsible for timely payment of all of his/her own expenses. such as industry association dues, licensing renewals, pagers, cellular telephones, etc., as they are incurred.

Contractor understands and agrees that, because Contractor is an Independent Contractor and not an employee of Broker. Broker will not withhold any Federal or State Income Tax, Social Security (FICA) or Unemployment (FUTA) taxes from Contractor's commissions paid. Contractor is personally responsible for paying any and all Federal and State Income. Social Security and other taxes, and for maintaining all expense records as required by law, and represents to Broker that all such amounts will be withheld and paid when due. Contractor shall indemnify and hold Broker harmless from any liability or costs thereof. Contractor further understands and acknowledges that Broker provides no Workman's Compensation coverage. Contractor hereby specifically waives such coverage and represents to Broker that he/she understands that, if Contractor desires such coverage, Contractor must personally obtain such coverage directly from the State of Florida or an insurance carrier of Contractor's choice, at Contractor's sole expense.

2. **License & Realtor Status** - Contractor is and shall remain licensed and in good standing with the Florida Department of Professional and Business Regulation, throughout the term hereof. If not currently a Realtor®, Contractor will, within 10 days of the date of this contract, become a member of an approved Association of REALTORS® and will adhere to the REALTOR® Code of Ethics and the Multiple Listing Service Rules and By-Laws. Contractor will always conduct him/herself in full compliance with the Statutes of Florida and the Rules and Regulations of the Florida Real Estate Commission and in a way which reflects the high standards of the Broker.

3. **Commissions and Fees** - **As commissions are earned through the efforts of Contractor, 100% of any and all such commissions will be promptly paid to Contractor by Broker after receipt and processing, less any amounts owing to Broker. Payment of any and all commissions is subject to Broker receiving a complete sales file. All disbursements will be made within 24 hours after file submission. Contractor further agrees to participate in the program as specified below.**

**\$250 transaction fee will be withheld by and paid to Broker on each transaction.**

**\$ 40 Risk Management premium will be withheld on each transaction.**

**(All fees due the Broker must be included on the transaction's HUD-1 statement and paid through the close of escrow unless waived by Broker.)**

**Broker deductions on all referral fees, consulting fees or lease commissions are 10% of the gross amount of fees or commissions earned up to a maximum of \$250 with no Risk Management charge.**

**Contractor may elect to charge the buyers agent on the Contractor's listings (also referred as "MLS fee"). If charged, and collected at closing, this transaction fee will be divided equally between the Contractor and Broker. Any other fees charged by the Contractor to Buyers or Sellers will be retained by the Contractor.**

**In consideration of the foregoing, Contractor will pay Broker:**

**\$35 Will be paid to the broker monthly by debit or credit card.**

(Unless waived by Broker, Contractor will provide to Broker a valid debit or credit card number and pre-authorization to charge the debit or credit card for the amount of monthly dues and any other incurred expenses as payments becomes due. \$35 monthly dues will be charged to the debit or credit card on the 1<sup>st</sup> business day of each month.)

4. **Occupational License Fee** – Contractor agrees to reimburse the Broker for the amount of the Occupational License Fee charged to the Broker, by any municipality or other governmental entity, for the employment of the Contractor. The City of Clearwater currently charges an annual fee of \$33.00, due and payable in September of each calendar year. The Contractor hereby agrees to reimburse the Broker for this amount, or any future adjusted amount, by cash payment or by authorization of a debit/credit card charge, which is hereby granted.

5. **Monthly Obligation & Commission Plans** - Contractor acknowledges that monthly dues and annual Occupational License fees are a legal obligation and agrees to make timely payments as agreed to. Contractor may elect to change programs (Silver / Gold) with written notice to Broker prior to the first day of any month. The change will become effective on the first day of the month following such written notice. This election may be made once in any 6 month period.

6. **Errors & Omissions Insurance** - The Errors and Omissions Insurance carrier shall be chosen at Broker's discretion. Contractor understands that he/she is responsible for payment of the deductible amount (currently \$5,000.00) upon request, for each Errors and Omissions claim. Contractor shall immediately notify Broker of any circumstances likely to give rise to any kind of claim or complaint against Contractor and/or Broker. In the event of a claim, lawsuit, license complaint or Arbitration demand which is not wholly covered by insurance, Broker may withhold from Contractor's commissions payable, an amount adequate to satisfy any amounts not covered, which Broker shall place in its Claims and Disputes Retention Account, pending settlement or other disposition of the matter. Broker may, in Broker's sole discretion, apply such sums as necessary to settle or to satisfy any such claim or award, and Contractor agrees to cooperate fully in this regard. Contractor understands that, from time to time, the Principals of Broker may deem it necessary to obtain legal consultation concerning one of Contractor's transactions, Contractor agrees to reimburse and indemnify Broker for any Attorney's fee reasonably incurred by Broker to obtain legal advice concerning such transactions(s).

7. **Agent As Principal (Buyer or Seller of Property)** - In the event Contractor intends to enter into any transaction as a principal, or an immediate relative that Contractor is representing intends to enter into any transaction, or any entity owned or controlled by Contractor, Contractor pay the office a transaction fee and risk management fee whether a commission is earned or not, whether property is in MLS or not. In any event, Contractor agrees to indemnify and hold Broker harmless from any claims, demands, complaints, Realtor® arbitration's or other actions made against Broker as a result of any transaction in which Contractor acts as a principal. In lieu of the Error and Omissions charge, a Principal Fee of \$100 will be charged on all transactions in which the Contractor is either the Buyer or Seller.

8. **Hold Harmless** - As a material provision of this agreement, Contractor agrees that, for all actions that Contractor does during his/her contractual relationship with Broker, Contractor will forever indemnify and hold harmless Broker, their heirs, successors, spouses and assigns, from any and all claims, complaints, causes of action, Realtor® arbitration demands, damages and liabilities of every kind whatsoever, whether known or unknown, including without limitation of any action, omission, negligence or any other basis of liability or complaint, in any forum, brought by any third party against CHARLES RUTENBERG REALTY, Inc.. No action or complaint arising out of a real estate transaction in which Broker was involved may be brought by Contractor before any body, against any third party, without prior written consent of the Broker. If the Broker initiates any litigation or arbitration action on behalf of the Contractor or if the Broker must defend any action of the Contractor in litigation or arbitration, Contractor will pay all related filing fees and attorney fees.

9. **Protection of Contractor's Listings and Contracts** - In the event that Contractor terminates his/her contractual relationship with Broker for any reason, any and all listings obtained through the efforts of Contractor during the term of this Agreement shall be withdrawn by contractor and relisted with Contractor's new brokerage, without penalty once any outstanding balance for dues, charges or fees to CRR are brought up to date. Pending sales will be referred to Contractor's new brokerage with a referral fee equal to the transaction fee and risk management fee owed to CRR. Should no referral be executed, the split will be 50/50.

10. **Transaction Defined** – For purposes of this Agreement, the term “transaction” shall be defined as the recording of the deed following the sale of real estate, or the execution by all parties of a lease, where a commission is paid to Broker as a result of the efforts of Contractor. Contractor agrees that Broker has the right to hold and/or apply any commissions owing to Contractor, as may be necessary to pay for or secure any obligations of Contractor here under.

11. **Termination Of Agreement** - This Agreement may be terminated immediately by Broker for cause, or upon three calendar days written notice by Broker or Contractor. Contractor agrees that a violation of any of Contractor's obligations hereunder shall constitute cause for immediate termination of this Agreement. In the event this Agreement is terminated by Broker for cause, Contractor agrees that any ongoing obligations of Contractor hereunder shall survive the termination of this Agreement.

12. **Mediation Of Disputes** - In the event of a dispute involving two or more contractors, all of whom are licensed with CHARLES RUTENBERG REALTY, Inc., Contractor authorizes the Designated Broker for CHARLES RUTENBERG REALTY, Inc., sole and absolute discretion in resolving said dispute. Contractor agrees to abide by the decision of the Designated Broker. Contractor also agrees to hold harmless and indemnify CHARLES RUTENBERG REALTY, Inc. and its Designated Broker against any claim, action or lawsuit of any kind, and from any loss, judgment, or expense, including attorneys' fees, arising from or relating in any way to the resolution of said dispute.

13. **Agent Information** - Agent will keep office updated with any changes to their personal information such as mailing address, phone numbers, email, etc.

**Charles Rutenberg Realty reserves the right to modify this agreement and will notify all agents via email.**

**CHARLES RUTENBERG REALTY, Inc. Policy Manual.**

(A copy of this policy manual has been provided.)

**The undersigned agree to the terms and conditions set forth above and acknowledge receipt of a copy hereof.**

**Broker: CHARLES RUTENBERG REALTY, Inc.**

\_\_\_\_\_  
Office Staff Signature

\_\_\_\_\_  
Date

**Contractor:** \_\_\_\_\_

\_\_\_\_\_  
Contractor's Signature

\_\_\_\_\_  
Date

Real Estate License #: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

**CHARLES RUTENBERG REALTY, INC.  
AGENT INFORMATION**

Agent's Name: \_\_\_\_\_

Emergency Contact Name & Number: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Cellular: \_\_\_\_\_ Fax: \_\_\_\_\_

License Number: \_\_\_\_\_ NRDS# \_\_\_\_\_

Birthday: \_\_\_\_\_ SS#: \_\_\_\_\_

Email Address: \_\_\_\_\_

Are you Rejoining CRR? Yes: \_\_\_\_\_ No: \_\_\_\_\_ Previous Brokerage? \_\_\_\_\_

How did you hear about us - CRR Agent? \_\_\_\_\_ Advertisement/Email? \_\_\_\_\_

Are you a member of a Board of Realtors? If so, which one? \_\_\_\_\_

.....  
**Authorization Debit or Credit Card**

Debit/Credit Card Number: \_\_\_\_\_ Exp. Date: \_\_\_\_\_

Agent Signature: \_\_\_\_\_ CVV Code: \_\_\_\_\_

.....  
**Office Use Only**

Agent # \_\_\_\_\_ Plan \_\_\_\_\_

\_\_\_\_\_ AgentDB \_\_\_\_\_ STATE \_\_\_\_\_ BOARD \_\_\_\_\_ INTERFACE \_\_\_\_\_ RECUR PAYM

\_\_\_\_\_ WEBSITE \_\_\_\_\_ AGENT REF \_\_\_\_\_ R.F. \_\_\_\_\_ EMAIL

Notes: \_\_\_\_\_

\_\_\_\_\_

## **Do Not Call List**

The undersigned, an independent contractor affiliated with Charles Rutenberg Realty, Inc. and/or Charles Rutenberg Realty Associates, Inc., acknowledges and agrees as follows:

1. The National Do Not Call List administered by the United States Federal Trade Commission and the equivalent list administered by the State of Florida may be applicable to telephone solicitations and other telephone marketing calls made by the undersigned:
2. The undersigned will comply with the requirements of the National Do Not Call List and the equivalent list administered by the State of Florida and with all rules and regulations related thereto; and
3. The undersigned agrees to indemnify and save harmless Charles Rutenberg Realty, Inc. and Charles Rutenberg Realty Associates, Inc., their officers, directors, employees, heirs, successors and assigns from and against any and all liability for fines, penalties, attorney fees and related costs and expenses arising out of or in connection with any violation, by the undersigned or any person, firm or legal entity acting on the undersigned's behalf, of the National Do Not Call List or the equivalent list administered by the State of Florida, including all rules and regulations related thereto.

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Request for Taxpayer Identification Number and Certification

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

Print or type See Specific Instructions on page 2	Name (as shown on your income tax return)	
	Business name, if different from above	
	Check appropriate box: <input type="checkbox"/> Individual/ Sole proprietor <input type="checkbox"/> Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Other ▶ .....	
	<input type="checkbox"/> Exempt from backup withholding	
	Address (number, street, and apt. or suite no.)	Requester's name and address (optional)
	City, state, and ZIP code	
List account number(s) here (optional)		

### Part I Taxpayer Identification Number (TIN)

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 your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Social security number								

or

Employer identification number								

**Note.** If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

### 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. person (including a U.S. resident alien).

**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 on page 4.)

Sign Here	Signature of U.S. person ▶	Date ▶
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### Purpose of Form

A person who is required to file an information return with the IRS, must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

**U.S. person.** Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee.

In 3 above, if applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income.

**Note.** If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

For federal tax purposes, you are considered a person if you are:

- An individual who is a citizen or resident of the United States,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States, or
- Any estate (other than a foreign estate) or trust. See Regulations sections 301.7701-6(a) and 7(a) for additional information.

**Special rules for partnerships.** Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax on any foreign partners' share of income from such business. Further, in certain cases where a Form W-9 has not been received, a partnership is required to presume that a partner is a foreign person, and pay the withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid withholding on your share of partnership income.

The person who gives Form W-9 to the partnership for purposes of establishing its U.S. status and avoiding withholding on its allocable share of net income from the partnership conducting a trade or business in the United States is in the following cases:

- The U.S. owner of a disregarded entity and not the entity,



**FILE SUBMISSION FORM**

Please read thoroughly.

A fine of \$100 will be assessed at closing if a file has not been started in the office file management site. **No Exceptions!** All agents must stay in compliance with FREC, DBPR and Local Board Rules and Regulations. All files must be submitted within 48 hours of execution. This pertains to all agents on all files. Paperwork such as the HUD, Final Walk Through and any additional non-required documents may be submitted after closing.

Below are example requirements for listing and buyer side transactions.

**Listing File:**

- \*Listing Agreement
- \*Disclosures/Addendums (If applicable: HOA, Short Sale, Mold, Seller's Disclosure, etc.)
- \*Affiliated Business Disclosure
- \*MLS Broker Synopsis (copy)

**Buyer File:**

- \*Sale and Purchase Agreement
- \*Disclosures/Addendums (If applicable: HOA, Short Sale, Mold, etc.)
- \*Buyer's Disclosure
- \*Escrow Receipt

**Submit your Files to the Office:**

- \*Use the "File Management System", [www.rutenbergfiles.com](http://www.rutenbergfiles.com), for the file submission.

Any questions, please contact the office.

Agent Name (Print): \_\_\_\_\_

Agent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*The minimum required forms listed above are subject to change at any time. Agents/Broker Associates are required to stay in compliance with the Law and maintain your files accordingly. Reference CRR "Office Policy Manual" & "Independent Contractor Agreement".*

There aren't many of them ....but here  
are the

Charles Rutenberg Realty,  
Inc.

**RULES OF THE ROAD**



1. **All files (sales contracts and listing agreements) must be entered into our File Management System within 48 hours of their effective date. Please see attached tutorial.**
2. **Receiving your commission check – A Paid At Closing Form is built within our filing system. We highly encourage you to utilize this way of getting paid. If the title company won't accept your Paid At Closing letter, we do write checks here in the office Monday through Friday, from 9a.m. to 4:30p.m. Checks turned in after 4:30p.m. will be processed first thing the next business day.**
3. **If you would like your check mailed to you, you must provide a self-addressed stamped envelope. We will not be responsible for checks that may be lost in the mail. If a “stop payment” is required, that fee (\$35) is passed along to the agent.**
4. **Keep us up to date on changes to your email and mailing addresses, phone numbers and credit card information.**
5. **Your name and phone number must appear on all signs, business cards, and advertisements.**
6. **We do not hold escrow checks here. Integrity Title & Guaranty will hold escrow checks, but we suggest that you have escrow deposit checks held at the title company that will be closing the transaction.**
7. **All agent referrals must be done in writing at the time the agent signs on to qualify for your referral fee.**
8. **You are not authorized to write a contract on a business or commercial property. You are not authorized to do property management.**
9. **MLS entries and updates are your responsibility**

AFFILIATED BUSINESS ARRANGEMENT DISCLOSURE NOTICE

Seller:

Address:

From: Charles Rutenberg Realty, Inc.

Date:

Charles Rutenberg Realty Associates, Inc.

This is to give you notice that Charles Rutenberg Realty, Inc. and Charles Rutenberg Realty Associates, Inc. (Charles Rutenberg Realty) have a business relationship with Integrity Title & Guaranty Agency, LLC. The owner of a majority of the outstanding shares of Charles Rutenberg Realty is the owner of 50% interest in Integrity Title & Guaranty Agency, LLC. Because of this relationship, this referral may provide Charles Rutenberg Realty a financial or other benefit.

Set forth below is the estimated charge or range of charges for the settlement services listed. You are NOT required to use the listed provider as a condition for the purchase or sale of the subject property. THERE ARE FREQUENTLY OTHER SETTLEMENT SERVICE PROVIDERS AVAILABLE WITH SIMILAR SERVICES. YOU ARE FREE TO SHOP AROUND TO DETERMINE THAT YOU ARE RECEIVING THE BEST SERVICES AND BEST RATE FOR THESE SERVICES.

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**Provider: Integrity Title & Guaranty Agency, LLC.**

Settlement Services

Title Insurance Premium:	As Promulgated by the Florida Department of Financial Services
Closing/Settlement Fee:	\$ 295.00
Search Fee:	75.00
Overnight Courier Fee:	25.00 (if applicable)
Wire Fee:	25.00 (if applicable)

Note that pricing fees may change per the transaction, this is an estimate of fees.  
Integrity Title & Guaranty Agency, LLC. has the right to adjust pricing according to the transaction.

**ACKNOWLEDGMENT:**

I/We have read this disclosure form and understand that Charles Rutenberg Realty is referring me/us to purchase the above described settlement service(s) and may receive a financial or other benefit as the result of this referral.

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Signature of Seller

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Signature of Seller

# Charles Rutenberg Vinyl Decals Order Form

Agent \_\_\_\_\_

Date \_\_\_\_\_

Agent Telephone Number \_\_\_\_\_

Agent Fax Number \_\_\_\_\_

**Visit our web site at [www.framesthings.com](http://www.framesthings.com)**

**quantity Vinyl decal for Yard Sign - Please Circle QUANTITY required**

5 Set(s) white vinyl decals (2 sides) at a cost of \$11.00 per "yard" sign **\$55.00**  
or

10 Set(s) white vinyl decals (2 sides) at a cost of \$8.00 per "yard" sign **\$80.00**  
or

\_\_\_\_\_ Less than 5 Set(s) white vinyl decals (2 sides) at a cost of \$13.00 per "yard" sign **\$ \_\_\_\_\_**

**quantity Vinyl decal for 6" x 24" Aluminum Rider - Please Circle QUANTITY & COLOR required**

5 Set(s) vinyl decals (2 sides) at a cost of \$4.00 per rider **Decal Color \$20.00**  
or  
White Purple

10 Set(s) vinyl decals (2 sides) at a cost of \$3.50 per rider **Decal Color \$35.00**  
or  
White Purple

\_\_\_\_\_ Less than 5 Set(s) vinyl decals (2 sides) **Decal Color \$ \_\_\_\_\_**  
at a cost of \$5.50 per rider  
White Purple

**quantity Vinyl decal for Coroplast Open House/Home For Sale Sign**

5 Set(s) vinyl decals (2 sides) at a cost of \$4.00 per sign **Decal Color \$20.00**  
or  
White Purple

10 Set(s) vinyl decals (2 sides) at a cost of \$3.50 per sign **Decal Color \$35.00**  
or  
White Purple

\_\_\_\_\_ Less than 5 Set(s) vinyl decals (2 sides) **Decal Color \$ \_\_\_\_\_**  
at a cost of \$5.00 per rider  
White Purple

**Each additional line of text is \$2.00 (2 sides) \$ \_\_\_\_\_**

**Florida Residents add 7% Sales Tax \$ \_\_\_\_\_**

**Shipping & Handling - Priority U.S. Mail (min.) \$6.25**

**ORDER TOTAL \$ \_\_\_\_\_**

Charge my credit card number \_\_\_\_\_

Circle One                      Visa                      MC                      Exp. Date \_\_\_\_\_

Signature \_\_\_\_\_

**Print the following information on my decals (Print clearly and exactly as you want it to appear):**

Name \_\_\_\_\_

Telephone # \_\_\_\_\_

Ship Decals To:                      Address \_\_\_\_\_

**Fax this order form to Frames & Things at 727-859-0912  
If you have any questions please call us on 727-815-0515**

**Allow 3 - 4 days for processing once your order is received and time for U.S. Postal delivery.**



1545 S. Belcher Rd.  
Clearwater, FL 33764



Name \_\_\_\_\_

Designation or Title ( e.g. Realtor, Sales Associate, Agent, Etc.) \_\_\_\_\_

Your Direct Line # \_\_\_\_\_

Your Cell #optional \_\_\_\_\_

Your Direct Fax #optional \_\_\_\_\_

Your E-mail Address: optional \_\_\_\_\_

Your Name  
Title & Or Designation

Your Direct Phone #  
Your Cell #  
Your Direct Fax #  
Your E-mail Address

\*Picture Cards Are Available (Additional Comments And Directions To Printer)

**“ADDITIONA CUSTOMIZATIONS CAN BE ADDED UPON REQUEST”**

Note:

**\*You can e-mail us your photo to be included on your business card.**

1) You can add delete from the layout to suit your preferences. The only required information ( to comply with the law ) is your name and Charles Rutenberg Realty Inc.

Eagle Printing Supplies all the Charles Rutenberg Logo’s . The Prices Below Include a Custom Business Card Design, or your Supplied Art.

**Eagle Printing Standard Pricing:**

- 500 - 1 color (gloss paper) Business Cards - \$ 42.00 + Tax
- 1000 - 1 color (gloss paper) Business Cards - \$ 50.00 + Tax
- 500 - Full Color Picture (glossy paper) Business Cards \$ 55.00 + Tax
- 1000 - Full Color Picture (glossy paper) Business Cards \$ 67.00 + Tax
- Shipping and Handling- \$7.50 (If Applies)

Ship To: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Contact:** Joseph or Eagle  
**Phone :** 727-469-8622 • **Fax:** 727-469-8642  
**E-mail:** eagle@eagleprintingclearwater.com

**Eagle Printing •1600 N. Hercules Ave., • Clearwater, FL 33765**

**Please Supply Credit Card Information When Placing Business Card Order.**

Credit Card Number \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ Expiration Date: \_\_\_\_\_

CVC \_\_\_\_\_

Please allow 3 working days for printing of cards from signing-off on final proof.

## Quick Reference Vendor List

**Post Installation:** Post Professionals Plus – 727-444-0117  
Palm Post of Florida - 941-358-0000

**Riders, decals:** Frames and Things 727-815-0515  
Sapphire Signs 727-393-4543  
Dunlop Signs 727-631-0033

**Global Home Warranty:** 1-239-394-4664, Duane Hughes

**Printers:** Eagle Printing: 727-469-8622  
Xpressdocs 866-977-3627 [www.Xpressdocs.com/rutenberg](http://www.Xpressdocs.com/rutenberg)  
Different Perspective: 407-226-9774 [www.dppad.com](http://www.dppad.com)

**Nametags:** Recognition Specialties [www.morethanawards.com](http://www.morethanawards.com) **Magnets:** [www.magnetsusa.com](http://www.magnetsusa.com)

**Virtual tours:** Circlepix, 1-877-390-6630,

**Yard signs** available in the office - Metal 24x24 \$20.00, open house and home for sale \$10.00

**FORMS:** [www.floridarealtors.org](http://www.floridarealtors.org) Forms also available at the board websites and  
[www.gocrr.com](http://www.gocrr.com)

**Boards of Realtors:** Pinellas 727-347-7655, GTAR 813-879-7010, West Pasco 727-848-8507,  
East Pasco 813-783-3794, Sarasota 941-923-2315, Citrus 352-746-3223. Hernando 352-799-1971

**FREC** 407-845-0800

### Branch Offices:

Dave Sigler - 813-684-0001  
139 E. Bloomingdale Ave. Brandon FL 33511  
Available for: yard signs, folders, maps and conference rooms

Karen Eisenbrei- 727-434-8774  
1004 Central Ave. St. Petersburg, FL 33705  
Available for: Yard Signs and Conference Room

Gaby Gadah- 941-376-4229  
3631 Tallevast Rd. Sarasota FL 34243  
Available for yard signs

### Background Check:

Tenant Check: 727-938-5532  
King Background Screening, LLC.: 941-284-4612

### Property Management:

Mosaic Rents: 813-280-1937

**John Rurkowski's info:** email is  
[John@gocrr.com](mailto:John@gocrr.com), 727-538-9200 Opt. 2, cell 727-459-7356

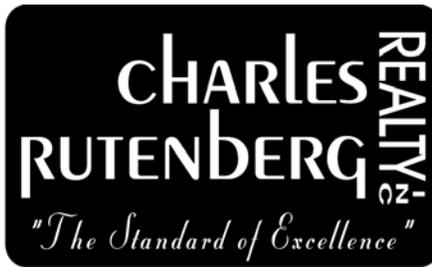
## OUR WEBSITES

[WWW.RUTENBERGFILES.COM](http://WWW.RUTENBERGFILES.COM)

SEE OUR INSTRUCTION SHEET. THIS IS THE ONLINE FILING SYSTEM WHERE ALL FILES ARE UPLOADED.

[WWW.GOCRR.COM](http://WWW.GOCRR.COM)

THIS SITE WILL ENABLE YOU TO OBTAIN ALL LISTING AND BUYER PACKETS. CLICK ON AGENT SUPPORT, TYPE IN forms FOR BOTH THE USERNAME AND PASSWORD, AND SCROLL DOWN FOR ALL OF YOUR NECESSARY FORMS.



## Guide for File Management

When representing the:

### Sellers

1. Complete listing paperwork
2. Enter listing into MLS
3. Start file in Rutenbergfiles.com

### Buyers

1. Complete effective contract/forms
2. Start file in Rutenbergfiles.com

- If working with a buyer on new construction, start a file even if you are waiting for the contract back from builder. Use MLS #99999 if a property is NOT listed in the MLS.
- The file must be started once you have a listing or effective contract. Listing Agreements or Contracts must be uploaded within 48hours of execution. (There will be a \$100 No File Penalty if no file is started prior to closing.)
- You will receive email notifications reminding you to start a file for every MLS listing you start.
- All listings must be uploaded even if withdrawn, including rentals.

## HOW TO LOG INTO [WWW.RUTENBERGFILES.COM](http://www.rutenbergfiles.com) FOR THE FIRST TIME

- Open your internet browser and in the address bar type [www.rutenbergfiles.com](http://www.rutenbergfiles.com).  
(Proceed to add this site to your favorites or as a short cut on your desktop.)
- Click on “Enter System”. In log-in page, type in your username. (Your username is your email with the brokerage and your password is guest.)
- Click “sign in “and you are now ready to use the program.

## Representing a Seller

Follow these simple steps

1. First, enter your listing in MLS
2. Now you can create a listing and upload files into [www.rutenbergfiles.com](http://www.rutenbergfiles.com).

### How to create a listing:

- Click on “Transactions” located on the left hand side. Then click on “Create Listing file.”
- Enter the MLS number and press “Autofill MLS.” If you do not have an MLS number, leave the spot blank and manually enter in all of the other required fields.
- Fill out your property information, listing information, listing details, and listing contacts that are highlighted in red.
- Fill out as much information as possible on the form. Certain fields are required and will not let you proceed if they are left blank.
- Click on “Save Listing” on the bottom of form. Once saved, you will be automatically brought to the document section of your listing. Find your file and click on it. Scroll down and you will see where you can then upload your required documents. Click on “Drag or Click” to do so.
- Your listing file is not complete without all of the required documents being uploaded and approved by the brokerage. If you do not have the documents you can upload them later, but **you will not be paid unless all documents have been approved and your file is complete.**

### **How to edit a listing:**

- Click on “Transactions” then “My Transactions” located on the left hand side. Select the file that you want to edit.
- Scroll down to where you see “Edit Listing File” and click on it. Edit the information that needs to be changed and press “Save Listing” when complete.

### **How to add a contract to your listing:**

- From your home menu, go to “Transactions” then “My Transactions.” Locate your listing. Click on the listing you would like to create a closing for and scroll down to where you see “**Add Contract File to Listing**” and click on it.
- Fill in all of the required fields and click on “Save Closing” on the bottom of the form. If you do not have all of the documents, you can upload them later, but **remember you will not be paid unless all documents have been signed, uploaded and approved.**
- The page will return automatically to the “Transactions” screen. Your Listing docs are now attached to your Closing docs.

## **Representing a Buyer:**

### **How to create a file for your buyer:**

- Click on “Transactions” from the Home page. Then click on “Create Buyer File.”
- There are two ways to create a contract. The first way is when you have a listing. The second is for all other scenarios. If you have a listing and you’re trying to create a contract from your listing, please see the “How to add a contract to your listing” above.
- Go to “Create Buyer File.” Enter the MLS number and press “Autofill MLS.” If you do not have an MLS number, leave the spot blank and manually enter in all of the other required fields.
- Proceed to fill out as much information as possible on the form. Certain fields are required and will not let you proceed if they are left blank.
- Press “Save Closing” on the bottom of form once you’ve inputted everything. Once saved, you will be automatically brought to the document section of your closing. Find your file and click on it. Scroll down and you will see where you can then upload your required documents. Click on “Drag or Click” to do so.
- Your closing file is not complete without the required documents uploaded and approved by the brokerage. If you do not have the documents, you can upload them later, but **you will not be paid unless all documents have been approved and the file is complete.**

### **How to edit a contract:**

- Click on “Transactions,” then “My Transactions” from the left hand side.
- Choose the file that you’d like to edit and click on it. Scroll down and click on “Edit Closing File.”
- Edit the information that needs to be change and press “Save Closing” when complete.

### **How to use the Paid At Closing form:**

#### **Start by clicking the “Show PAC FORM”**

- Click “Transactions” from left hand side then “My Transactions.”
- Click on your closing file that you’d wish to get paid at closing. If you cannot find your closing use the search feature located on the top right of your screen and type in the property address # or street name to locate it.  
The **PAC Form** will not be visible until all files are uploaded AND approved. Fill in all of the required information. Make sure not to forget the title company email.
- Press Submit. Next you will have the opportunity to review and change the information. If you have changed the information click “Update.” If everything was correct click “Finished.” This form will then be sent to our office staff to review and we will then authorize the title company of your request.
- Once the office staff completes your requested PAC letter to the title company, the authorized disbursement will automatically be uploaded in your “PAC-LETTER” and “PAC” area in your file. So, there’s nothing for you to upload in this area.

#### **How to handle a contract falling thru:**

- From the Home screen, select “Transactions” then “My Transactions.” Locate your closing (if you can’t find it try using “Search Feature”). Click on closing and press the “Edit Closing File.”
- Click on the dropdown status which is located in the “Property Information” area on top left and select the dropdown to choose “Contract fell through.” Scroll to the bottom and click on save.
- You will be automatically sent back to the “Transactions” screen. Your closing will now be represented by a “black” light.

## **Other features of the website:**

### **How to create an activity:**

- Click on the Activities tab. (To create an activity, the client must be in your contacts. To add, learn how to create a contact search “how to create a contact.”)
- Go to show my contact list and search for contact. To create a to-do, reminder or note for yourself, leave the “To” field blank. To make the message private, uncheck the “contact can see the activity box.”
- Select the business you want to send the activity to. Under the “to” section you can see your concierge team. You can select up to three businesses to request a quote on behalf of your client.
- Select the type of activity. You can choose appointments, call, quote or note. Next select the due date. Fill out as much information as possible.
- Press “create an activity.” A notification will be sent via text and email to the business to have them contact your client within 24 hours.

### **How to change your password:**

- Click “My Settings” located on top right.
- Click change password tab.
- Fill in your current password (first time users, the password is guest). Type in the new password then confirm by entering password in the second field.
- Press save button. A message will appear saying “The account has been modified. Thank you.” You are all set with your new password now.

### **How to update your picture, bio, and profile information:**

- From the Home screen, Click on “My Settings” located on top right. Choose which tab that you’d like to edit.
- To update your picture, click on “Photo & Bio” and then click on the orange arrow located to the left. A window will appear to where you can select a picture from your computer. Click on “Browse” and select your photo from your computer.
- Your biography is below your picture. To edit or update, you can type in the box or copy and paste your biography. To save, press “submit.”

### **How to use the document vault and light system:**

- Once you have created a listing and the transaction is saved, you will be taken to your document vault. To upload a document, click on the file that you would like to upload something and scroll down to where you can view where you can upload.
  - Put your mouse over “Drag or Click” and upload the document that you want. Do not upload multiple documents at a time.
- Once, upload is complete, the light will turn from red to yellow. The system is a red, yellow, green stop light system. If you are missing required documents, the light is RED. When you have submitted documents, but they need to be approved by the brokerage the light is YELLOW. When everything is approved, the light is GREEN.
- The light remains green until the status of the transaction changes. If the transaction goes “Contract Fell Through,” the light will be black. A “Sold Paid” will be blue.