

Maximum One Companies ORIENTATION MANUAL

Greater Atlanta Edition

See also: Procedures Manual & Policy Manual

Updated Information in Weekly Email Newsletter,
“This Week at Maximum One”

There is a copy of the Maximum One Policy Manual on the Reference Section of Paperless Pipeline and in each office workroom.



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Welcome to Maximum One Companies

Dear New Maximum One Associate,

I am so thrilled you have decided to join the Maximum One family!

In order to make your transition to Maximum One a smooth one, I encourage you to read through these Orientation materials (Orientation Manual, Procedures Manual & Policy Manual.) I know this is a lot to go through but you will come to rely on this valuable information, so keep it handy!

Feel free to call me or Dana Sparks, the Managing Broker of Maximum One Corporate or your Franchise Brokers & Managers, with any questions or concerns you may have! I believe Maximum One will be your last real estate home as we strive to make OUR Franchises & business centers a place you will enjoy working and never want to leave!

All staff contact information specific to your Franchise may be found at the end of this Manual.

Welcome to Maximum One!

Dave -

-Dave Kubat, Founder & CEO of Maximum One Companies – Dave@MaximumOneRealty.com



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Maximum One Franchises, Locations & Phone Numbers

Maximum One Corporate Office

1355 Terrell Mill Road #1464

Marietta, GA 30067

770-919-8825 – phone & 770-929-8865 - fax

Specific Staff Contact Information per Franchise in the “Staff & Brokers Contact” tile on www.eAGENTweb.com and at end of manual – specific to your franchise.

Introduction

Our **Agent Services Coordinator** will process your file, pick up your license in GREC, transfer you over in the MLS Systems & send your contact information to your Branch Manager. Then, your Branch CEO Advisor will log your information into the copier/scanner at your branch. If you have any issues getting up & running, please contact your Agent Services Coordinator. You will also receive your login and password information to “Paperless Pipeline” – our Transaction Management System and Digital Library.

You will come to rely on web portal: www.eAGENTweb.com as this is the central location to access anything & everything you’ll need for your real estate business. One of the key system we have accessible through this portal is **Paperless Pipeline** - our Transaction Management System where you “turn in” your contracts & find out if they are compliant so that you may get paid! In the “Reference” section of Paperless Pipeline, you’ll also find our Digital Library of documents and forms specific to your Franchise you’ll use frequently. In this system, you’ll also find a link to the “Extranet” with general information and samples you will find useful for your real estate business here at Maximum One (checklists, flyers, post cards, etc.)

Also on www.eAGENTweb.com you will want to familiarize yourself with “**Who’s Who at Maximum One**” remembering that your Branch CEO Advisor is your primary point of contact for all of your questions! Two other important “tiles” on this site are “**MX1 Blog**” and “**Training Videos**” which houses our video tutorial library!

We will send out a weekly email newsletter, “**This Week at Maximum One**” every Sunday that includes valuable information about the latest updates regarding Maximum One, the week’s training classes, socials, meetings, events, coaching information, contract tips & more! Make sure to check out the online calendar for your Franchise for specific events, dates, times & locations. The return address on this email is, “MX1 – Dana Sparks” & it is sent through a program called, Constant Contact so please do not “opt out” of receiving this email.



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We have an incredible **Broker Support System** & Agent Community to assist you. The Broker Support System is comprised of over 30 Associate Broker volunteers. Send your real estate questions to Support@MyMaximumOne.com and generally receive an answer quickly! The latest roster with everyone's contact information is on the Reference Section of Paperless Pipeline. You will also learn a wealth of information in the **Facebook Group: Maximum One RockStars** – also a tile on www.eAGENTweb.com.

Online Calendars by Franchise – Links on “Calendar” in www.registerforREclasses.com & select your geographic area & in every Sunday Newsletter “This Week at Maximum One”

- MX1 Corporate Calendar – www.eAGENTweb.com & www.registerforREclasses.com – click “Calendar” tile
- Greater Atlanta – <http://maximumonetrainingcalendar.blogspot.com/>
- Executives – www.maxonetraining.com
- Partners – www.MX1training.com
- Community Realtors – [MX1 Community Training Calendar](#)
- Premier – [MX1 Premier Training Calendar](#)
- Platinum – [MX1 Platinum Training Calendar](#)
- Elite – [MX1 Elite Training Calendar](#)
- Online Computer CE Classes – [Computer CE Classes & CE Packages](#)

History of Maximum One

Maximum One™ was founded by Dave and Ann Kubat, a husband and wife Real Estate team. They started their career in 1999 with Re/Max and did great. They sold about 60 homes a year and then got up to 140 homes per year with a Team of 11. In 2003 they went to KW as an Owner/Investor until they cashed out in 2007.

They opened Maximum One™ Realty Greater Atlanta in April 2007. Our Brokers have been in the RE business since 1978 and 1995 and Dave is the Founding Partner. Dana Sparks is the Managing Broker For Maximum One™ Greater Atlanta & Franchise Liaison Manager. We have full service offices open in East Cobb, Paulding, and Woodstock.

In 2016 Maximum One™ partnered with Real Estate veterans Monica and Kenneth Storey who opened the first franchise, Maximum One™ Executives in Alpharetta, and Ming and Alan Richardson who opened Maximum One™ franchise, Maximum One Partners, in McDonough. In 2017 we opened Maximum One™ Community in Emerson with Lynn Lenton & Marcie Evans and Maximum One™ Premier in Dawsonville with Neal Matheson. In 2019, we have already welcomed two new franchises – Maximum One™ Platinum in Warner Robbins with Tracy Barb and Maximum One™. In January of 2019, we also expanded Maximum One Greater Atlanta into the state of Alabama! By the end of January



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2020, Maximum One Companies consisted on 7 Franchises & 20 locations & 2 Holding Companies – one in Georgia & one in Alabama! An 8th Franchise will definitely open in 2021 & perhaps more!

We continue to grow as we have several other areas on our development radar including North Carolina, Tennessee and Florida and hope to be there in the near future. We are growing rapidly, having received awards for fastest growth from Atlanta Business Chronicle and Inc. 500|5000 Magazine several years in a row. Currently forming Agent-Investor groups for Metro Atlanta, one can invest for as little as \$1,000!

For more information on becoming an Agent-Owner, please contact **Dave Kubat** – Dave@MaximumOne.pro

Maximum One is an Agent-Centric Company

At Maximum One™ we truly honor and respect you as the CEO of your own business that you are. We are not a “transactional” brokerage but an “Agent-Centric” brokerage. You are free to conduct your business as you see fit – focus on whatever clientele you choose, charge whatever commission you choose, etc.. As the CEO of your business, you are responsible for self-directed learning of the information you need and finding the resources and assistance and consultation you need to conduct your successful business. Maximum One provides many resources and much support towards that end – including extensive Broker Support, Training & Resources. Each Branch has a CEO Advisor (Branch Manager) to guide you in a direction to help you find the information you may need for any endeavor you take on. Make sure to schedule an appointment in advance for assistance. Finally enjoy the freedom you truly crave out of your chosen Real Estate Career. As long as what you do is LEGAL, ETHICAL, COMPLIANT & PROFESSIONAL, we anticipate and sincerely hope that Maximum One will be your chosen Brokerage for your entire career!

Mission, Vision & Values

Our Mission is simple: To enrich and fulfill lives by building solid careers, profitable businesses and healthy lifestyles as we support the dream of home ownership.

Our vision is to become the first choice company for the new generation of Real Estate professionals, and owners. To achieve this, **our priorities** are:

- Associate satisfaction
- Customer satisfaction
- Market Share
- Net Income

Making our Associates a priority to our success. We believe that associate satisfaction drives customer satisfaction, which in turn creates market share and increases net income.. We are also proud of our



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Legendary Service Recovery (**LSR**) – if we make a mistake or offer less than stellar customer service, we have a system (LSR) to make up for our error or indiscretion.

At Maximum One™ We Value:

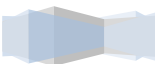
- **Integrity**...we always do the right thing!
- **World Class Service**...customers come first!
- **Team Work**...Together Everyone Achieves More!
- **Communication**...stay in curiosity and out of judgment!
- **Results**...good enough never is!
- **Invest in the best people**...yourself and others!
- **Loyalty and trust**...be honest even if it hurts or costs!
- **Giving back to the community**...from the heart!
- **Creativity**...ideas before results. Think outside the box!
- **Having faith**...in God we trust!

What Do I Do First? – Read “Introduction to Maximum One – Read Me First”

1. Schedule an Appointment with your Branch CEO Advisor in your Branch for an Office Tour, to get a Key Fob, to be programmed into the Copy Machine, to get any signs, etc. that you need.
2. You may get 3 hours CE credit for Maximum One Agent Orientation – includes meeting with Branch CEO Advisor & watching Orientation videos – make appointment with Branch CEO Advisor for more details
3. Read through the Orientation / Procedures / Policy Manuals
4. Check out the classes on the Training Calendar: www.registerforREclasses.com and review the Corporate Calendar and the calendars for the various Franchises
5. Attend the Sales Meetings in your Branch
6. Familiarize yourself with Paperless Pipeline & forms & documents available in the Reference Section of Paperless Pipeline & General Information in the Extranet Folders linked through the Reference Section of Paperless Pipeline & Training Videos & Articles in the MX1 Blog.
7. Familiarize Yourself with FMLS & GAMLS Listing procedures so that you will know how to enter your listings into the listing services (GAMLS is mandatory IF you have chosen to be a member of GAMLS.)

Quickest Way to Get Broker Support

- **Support Email:** Support@MyMaximumOne.com
 - 30+ Broker/Agent Support Team willing to assist you! – email: Support@MyMaximumOne.com
 - All questions and answers are reviewed by Brokers so you can be assured that the Broker backs up the response.



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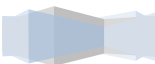
- Use this as a starting point for your Broker & contract questions
- **MX1 Facebook Group: Maximum One RockStars**
 - Contact the Maximum One Community via the Maximum One RockStars Group on Facebook
- **Training Videos**
 - Check out Pre-Recorded Training Videos – www.eAGENTweb.com – Select “Training Videos” & scroll through page
 - Check Out YouTube Videos on These Channels
 - “Real Estate Made Crystal Clear”
 - “Real Estate Back Story”
- **Training Resources**
 - Go to the Reference Section of Paperless Pipeline for a TON of resources
- **Branch CEO Advisors:**
 - For Maximum One process and procedural questions, please contact your Branch Manager or email the appropriate person (See “Who’s Who at Maximum One” for these questions NOT the support team
- **Brokers:**
 - Contact your Managing Broker
 - Contact Your Compliance Broker
 - Contact Your Qualifying Broker
 - There is a Broker on Duty every weekend – 770-919-8825 x 302

Newly-Licensed Agents & Agents Back in RE After an Extended Absence

- If you are newly-licensed, you are required to work with a Mentor on your first three transactions on a 60/40 split (The Mentee is responsible for the Transaction Fee and FMLS Fee.)
- If you are returning to Real Estate after an extended absence of 2+ years or have not practiced in Georgia, you may be required to work with a Mentor on your first transaction on an 90/10 split (The Mentee is responsible for the Transaction Fee and the FMLS Fee.)
- Please see the “Career Launch Manual” if you are a New Licensee

MX1 Greater Atlanta Mentor Program – Director: Dana Sparks – Dana@MaximumOneRealty.com 770-919-8825 x 302

- If you are newly-licensed, you are required to work with a Mentor on your first three transactions on a 60/40 split (the Mentee is responsible for the Transaction Fee and FMLS Fee)
- If you are returning to Real Estate after an extended absence of 2+ years or have not practiced in Georgia, you may be required to work with a Mentor on your first transaction on an 90/10 split (the Mentee is responsible for the Transaction Fee and FMLS Fee.)
- The Mentor only gets involved when you get your first contract to guide you through that



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- At Maximum One™ we truly honor and respect you as the CEO of your own business that you are. We are not a “transactional” brokerage but an “Agent-Centric” brokerage.
- ***Therefore, you are responsible for the Self-Directed Learning of the Maximum One Systems & Processes & Procedures as well as MLS systems.***
- Consult the MX1 Resources (Live & Recorded Webinars, Reference Section in Paperless Pipeline, online Training Calendar) for the information you need for your business. You must schedule an appointment with your CEO Advisor in your Branch for any hands-on training of our systems.
- If you are a newly licensed agent, you will greatly serve yourself by taking the GREC-required Post-License Course AS SOON AS POSSIBLE to truly understand how to practice real estate and earn a great living by helping others in your chosen profession.
- New Licensees and Extended Absence Agents are required to sign a Mentor Agreement with a company-assigned Mentor.

Affiliated Closing Attorneys & Premier Lenders: www.eAGENTweb.com ...“Blog” ... “Vendors”

Preferred Vendors

Go to www.eAGENTweb.com & click on “Vendors” to see the “Preferred Vendors” affiliated with your Franchise.

If you know of anyone who may be interested in becoming a preferred vendor, please have them contact the Vendor Program Manager of your Franchise.

Affiliated Closing Attorneys & Premier Lenders

Each Branch of Maximum One has an affiliated closing attorney & lender. Although you are not required to use these companies, Maximum One has chosen these specific companies based on their experience and knowledge in helping our agents & clients.

Check with your Franchise, Corporate Website, Blog & “This Week at Maximum One” for specific contact information of these affiliated.

Name Badges

You may purchase your name badge from any source. Below are a couple of retailers to consider:

- Markful (formerly House of Magnets) - <https://www.markful.com/> (Search “Maximum One”) - 800-789-6247
- Starburst Enterprises - <https://www.starburstnamebadges.com/> - 936-449-8011
- Best Name Badges - <https://www.bestnamebadges.com> – 888-445-7601



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- 4imprint - <https://www.4imprint.com> – 877-446-7746

Business Cards

You are free to purchase business cards from any source. You have several options for business cards. The logos you need are in the Reference Section of Paperless Pipeline under Folder “Extranet.” Please have your business cards approved by a Broker prior to printing them. Your cards MUST have the Brokerage name and phone number on them. Please send a proof to your Broker or Managing Broker prior to spending money on a batch of cards that are not GREC compliant!

Below are some resources for your consideration:

- Vista Print – www.VistaPrint.com – 888-613-0920
- Printer Bees – www.PrinterBees.com – 877-939-2337
- Best Print Buy – www.BestPrintBuy.com – 866-763-8720

Yard Signs and Other Supplies:

Each branch stocks many supplies that you may need including yard signs and closing pouches. Supplies that you purchase from the branch must be paid for at the time of purchase. The FMLS stores carry Maximum One directionals. Farmer Signs makes sign decals personalized with your name and cell to add to your sign. Their link for MX1 products: <http://farmersigns.com/online/maximum1/>

Stock Item Supplies at Maximum One Branches

Items must be paid for upon receipt: CASH – CHECK – CREDIT CARDS ACCEPTED

Kenneth Farmer Yard Signs & Decals:

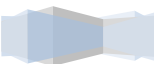
<http://farmersigns.com/online/maximum1/>

Contact Kenneth Farmer Sign Company for Yard Sign Decals:

<http://farmersigns.com/online/maximum1/shop/>

Other Supplies – www.eAGENTweb.com

- Please see the Tile “Vendors”
- Please see the Tile “Corporate Discounts”



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www.eAGENTweb.com - The Only Website You Need for Your Career at Maximum One - 2023 IN PROCESS OF BEING MODIFIED



eAGENT WEB		by Maximum One Realty	
 Paperless Pipeline	 Extranet	 Calendar	 COMM100- Live Chat
 Training Videos	 Blog	 FMLS	 GAMLS
 Support	 Agent on Duty	 MLS Dual Entry	 Vendors
 Follow Us on YouTube	 Ebay Store	 Corporate Discounts	 Pay Your Bill Online
 Voice Pad	 Paradym Virtual Tours	 Maximum One Rock Stars	 Company Website
 Staff & Brokers Contact	 Join Us Now	 Follow us on Twitter	 Follow us on Facebook

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Paperless Pipeline: This is the MX1 Transaction Management System. All Contracts / Agreements must be uploaded to this system within 72 hours of obtaining signatures. Also contains a ton of information and forms you will need on a regular basis in the “Reference” section.

Extranet: This system houses a General digital library for your real estate needs. The Extranet is organized a series of Dropbox Folders with general information for Buyers, Sellers, Scripts and more.

Calendar: This is the Corporate Training Calendar with CE Courses from all Franchises, Monthly Sales Meetings, Webinars, Workshops & More! At the top of the Corporate calendar are links to online courses and the Franchise Online Calendars too.

COMM 100—Live Chat: Click here to chat with a Live Branch Manager to assist you with your needs. This is monitored Monday – Friday 9am – 4:30pm

Training Videos: Check this site out for many pre-recorded training sessions & tutorials relevant to today’s Real Estate Business including sessions on MX1 systems & procedures.

Blog: The MX1 blog is replete with information—coaching articles, contract tips, who’s who, Company & Industry Announcements & more!

FMLS & GAMLS: Links to the Listing Services.

Support: Email link to over 30 Associate Brokers from all Franchises ready to answer your contract questions 24/7. This will not work if you are on a “public” computer but will connect directly to your email client from your own computer.

Agent on Duty: MX1 no longer has an AOD Program but we participate with OpCity & PrimeStreet for Leads.

Bridge Dual MLS Entry : To enter your listings simultaneously into FMLS & GAMLS use “Ditto” in GAMLS or “Remine Docs+ Add/Edit

Vendors: Link to Maximum One preferred vendors per Franchise.

YouTube: Link to Maximum One YouTube site.

eBay Store: MX1 no longer has an eBay Store.

Corporate Discounts: MX1 is able to offer deep discounts for a variety of services.

Pay Your Bill Online: Link to pay your monthly bill by credit card per Franchise

VoicePad: This Call Capture System (IVR) is the complete mobile platform for Real Estate—with call



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capture for your Listings & Buyers & a Mobile Agent Website. FREE for all MX1 Agents!!!

Paradym Virtual Tour: This active virtual tour program includes automatic tours, uploads to YouTube & Facebook, automated Social Media App & More! Designed to get you more business & get your business more automated! - \$10/mo

Maximum One Rock Stars: Link to MX1 Rock Stars Facebook Group

Company Website: Link to MX1 Corporate website.

Staff & Brokers Contact: Franchise Names & Areas, Addresses, Emails & Phone Contact info.

Join Us Now: Information about our various Commission Plans—Share with other agents with whom you want to work!

General Maximum One Information

Monthly Bills

- Monthly bills are issued on or around the 13th of the month, due on the 20th and are late after 5pm on the 1st. A late fee of \$25 will be assessed if your payment is not received by 5pm on the 1st.
- Bill includes monthly fee plus other charges incurred (copying, desk rental, VoicePad, E&O payments, MLS Withdraw Fees, late fees if incurred, etc.)
- If you join Maximum One between the 1st and the 19th you will be billed for the upcoming month. If you join Maximum One between the 20th and the last day of the month, you will be billed for the month after. We bill going into the month, for example: If you join Maximum One February 1st-February 19th you would receive a bill for March somewhere around February 10th. That bill would be due February 20th and late after March 1st. If you join Maximum One between the 20th and the last day of the month your first bill would be for April and you would receive it around March 10th.

Turning in a Listing / Contract / Lease / Referral

- When you get a Listing/Contract/Lease/Referral, you must enter the information & documents into Paperless Pipeline within 72 hours – to avoid a fine, you MUST turn in the contract along with any signed documents. There may be other documents for the contract that you get as the transaction progresses; send those in to Paperless Pipeline as you get them.
- When you create your transaction, you must complete all the information in the fill-in-the-blanks on the creation page
- Please refer to the Paperless Pipeline information in the Procedures Manual for details as well as the Training Videos in the Paperless Pipeline System itself



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- Watch Paperless Pipeline tutorial on www.MaximumOneTraining.com to see how listing & contract processing is handled at Maximum One or in Training Videos ON www.PaperlessPipeline.com
- Contact your Compliance Broker for any specific questions

NO Property Management for the Public

- More information in the Maximum One Procedures Manual
- **Maximum One agents may NOT Manage Properties for the public**

Earnest Money

- Procedures are included in the Procedures Manual
- You may use Bank Shot or the Remote Deposit procedures for Earnest Money & deposit the funds yourself – specific instructions are located in the Reference Section of Paperless Pipeline
- All Personal checks have a 10 banking day holding period before any commission checks can be paid, disbursement authorization can be issued or earnest money be returned or applied to a closing.
- Make sure your closing date is at least 10 days after earnest money check will be deposited or have client send certified funds
- For **Earnest Money over \$5,000**, Maximum One will not accept personal checks – **only certified funds / money orders**
- For **Earnest Money over \$10,000**, Maximum One will **only accept as a wire**
- Maximum One Agents & Staff are prohibited from Emailing / Texting / E-Faxing Wire instructions for the Broker or Closing Attorney
- We will mail them in the US Mail or you may pick them up at a Branch & hand them to your Client
- Plan accordingly to allow for the time to mail them to your client when negotiating on a contract for a Buyer to remit Earnest Money to the Holder if it is to be a wire
- Maximum One does not accept ACH payments or payments via electronic apps (i.e. PayPal, or Venmo, or Cash App, etc.) for Earnest Money deposits

Getting Paid at Maximum One

- There are 2 ways to get paid at Maximum One
 - Through Direct Deposit via EFT
 - At the Closing Table through our “DA” (Pay at Close) procedures
- If you wish to get paid at the closing table, you must complete a “Disbursement Authorization” Request = DA
- You must first check your file in Paperless Pipeline & make sure it is compliant & complete
- You must submit your DA at LEAST 72 business hours prior to closing
- The form and more instructions are included in the Procedures Manual
- The DA Request form is also available in the Reference Section of Paperless Pipeline and in the Office Broker Forms section of Remine in FMLS (“Forms Manager” then “Forms Package”)
- Any revisions for your DA must be submitted 24 hours in advance of your closing



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- If you do not get paid at closing, then Maximum One will pay your commission via Direct Deposit into your account via EFT
- To get paid, your file must be complete & compliant in Paperless Pipeline
- For any closings (that are compliant) that you turn in to the Branch prior to 12noon will be paid out no later than after 2pm the following business day.

NO COMMISSION ADVANCES are honored at Maximum One

Door Codes/Key Access

- You will have 24 hour access to the offices. You will have to come in to the office during regular business hours to obtain a fob or a key for Franchises not yet on the fob system
- Key fobs work all branches with that system

Roster

- You will be added to the Corporate Company roster by our Roster Management Coordinator:
- Please check this roster for your Franchise, office location & Realty or Realtor Company.
- The latest roster will be posted in the “Reference” section of Paperless Pipeline.

Maximum One Company Websites

- All Maximum One agents regardless of Franchise are listed on the Corporate Website: www.MaximumOne.pro
- Agents’ photo & contact information will auto-populate the Corporate & Franchise Websites when you set up your FREE kvCore Agent-Branded & Lead-Generating Website
- Please check your contact information & photo in the company websites.

MX1 Fees

Your Monthly Fees Include (Whichever Plan You Are On)

- FMLS member – in Franchises that use those MLS Services
- GaMLS Access if Agent has chosen to become a member – in Franchises that use those MLS Services
- High impact Broker website
- IDX Search capabilities - for your Buyers to look at homes anywhere in FMLS & GaMLS areas
- Virtual or Traditional Experience - You never have to come to office except to turn in Earnest Money... or you can remotely deposit Earnest Money into any Chase* or Bank of your Franchise
- Bridge Interactive Listing Dual Entry – Enter your listings while at home in your pajamas
- Microsoft Office Computers – Make flyers, brochures, newsletters, invitations & recruiting materials at the office
- Paperless Company – All of your files (Listings, Pendings, Closings) remain on Paperless Pipeline



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- Video Training Online – As we build our library, we will add to this library
- Power Point, Notepad, Adobe Acrobat Professional – on Office computers
- DropBox – Online Storage for your personal/business forms, documents, contracts, photos, etc. If your computer crashes, all of the DropBox items are safely stored in the cloud & you will continue to have access to those files
- Maximum One Blog – stay current with all events, real estate issues:
www.MaximizeYourRealEstateCareer.com or www.eAGENTweb.com & click on “Blog”
- Weekly newsletter, “This Week at Maximum One” – Complete with contract tips, company and industry news, motivation, news, upcoming training reminders & more!
- Complete Training Calendar - with tons of monthly CE classes & Lunch & Learns For the MX1 Corporate Calendar, go to: www.eAGENTweb.com and click “Calendar” or www.registerforREclasses.com
- 24/7 Broker Support – Support@MyMaximumOne.com
- Free Scanning Services – On office copier machines

Fees Not Included

- E&O Insurance - \$242 (+ depending on payment method) per Anniversary Year payable in one of three ways:
 - \$242/annually
 - \$24.40/month – for 12 months
- \$50 One-time technology access fee – this is charged to set up your web page, Email, Extranet access & copier/scanner access
- Board Dues – Most Franchises has both a “Realty” and a “Realtor” company. Maximum One Realty companies are not a member of a Board of Realtors and no board fees are due. Maximum One Realtors companies are a member of several boards at which you will pay any fees or dues directly to the Board – You must choose a Board to which your Broker is a Member
- GAR Contract Access – The Georgia Association of Realtors charges a fee each calendar year if you are NOT a member of a Board of Realtors and choose to have access to the GAR Contract forms
- www.Realtor.com Enhanced/Showcase – these fees are not included in Maximum One Greater Atlanta

Boards of Realtors

To see the most current list of Boards of Realtors to which we belong, go to: www.eAGENTweb.com click on “Blog” and look under the tab “Boards of Realtors.” ***Note – please check with the Manager of your Franchise for the current status of the Board Membership of that firm.** If you choose to belong to a Board, then you will be in Realtor Company of your Maximum One Franchise. If you choose to not join a Board, you will be in Realty Company of your Maximum One Franchise. If you switch your Board



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membership throughout the year, you are required to let us know so that we can switch you to the appropriate company in GREC & FMLS & GAMLS. There is no difference in services, costs, etc. to Maximum One regarding your choice. If you belong to a local Board of Realtors, then you will also belong to the Georgia Association of Realtors (GAR) and the National Association of Realtors (NAR) and there is no additional charge to access the GAR contract forms and you may use the term “REALTOR®.” Additionally, with a Board membership you may take various designation courses (i.e. GRI, ABS, etc.) and you may participate in their Top Producer programs. If you choose to not join a Board, you must pay GAR an annual fee to be an authorized user of the GAR contract forms. All agents also have FREE access to the RE Contract forms. You may transfer between Realty & Realtor companies within your Franchise as often as you wish; there is a \$50 processing fee for switching more than one time per calendar year.

Agent Branding Program at Maximum One

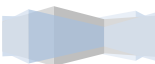
As an Agent-Centric company, Maximum One allows agents to do their own branding rather than branding Maximum One. We are so proud of this feature at Maximum One. To achieve this, you will need to get with your Managing Broker and she/he will guide you through the process. It is quite easy. You simply write a check to Maximum One for \$191 --\$225 depending on the County’s Superior Court Clerk’s office charges to do a DBA. In essence, Maximum One would add a DBA for your practice and then record it with GREC. This allows you to use your “Brand” name WITHOUT having to put Maximum One on the Marketing pieces such as Signs, Business Cards etc. You ARE, however, required to add Broker phone number (i.e. 770-919-8825 for MX1 Greater Atlanta) on all of the marketing pieces. As with all advertising, your Managing Broker will need to approve your signs, etc. before ordering. The entire process takes just a couple of weeks to achieve. Please note: Maximum One does not “take over” existing LLC’s or anything like that; we are simply doing a DBA in your name and you have COMPLETE control over your name and your brand.

More information in the Procedures Manual.

We hope you find this unique and attractive. If you have any questions, please contact Dana Sparks at 770.919.8825 ext 302.

HUD Bidding for Buyers

Maximum One Companies are registered with HUD and each firm has an NAID number so that you may bid on HUD Homes for your Buyers. Whether you are currently selling HUD homes or not, make sure to register at HUD Homestore www.HUDHomestore.com so that you will be able to enter bids for clients. You can see all HUD homes available via this site. More information in the Procedures Manual.



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FMLS & GAMLs & Supra

FMLS:

If you are a newly-licensed agent, after we fax in the FMLS computer-user form you completed, FMLS will email your “User Name” & “Password” to you. Once you receive that you will use that information to log into www.FMLS.com. Click on the “Training” link and click on “Instructor-led Classes” and schedule a Matrix and Remine training class.

FMLS General Contact: www.FMLS.com

Main Center Phone: 404-255-8660

Main Center Fax: 404-255-8602

Training: 404-255-4219

GaMLS – Optional for \$20/month additional:

If you do not have a GaMLS “User Name” & “Password” after we fax in the GaMLS user form you completed, go to: www.GaMLS.com and click your account button. Enter your Last name and First name with no spaces (SMITHJOE) then click “Forgot Password.” GaMLS will email you a password to the email you put on your GaMLS user form you completed when you joined Maximum One. Please take their training classes on REInsight. You may have to contact their support line to set up your computer to be able to use GaMLS.

GaMLS General Contact:

www.GaMLS.com

Main Center Phone: 770-493-9000

Main Center Fax: 770-938-5660

Supra Key:

You will need a Supra lockbox key to access properties for sale. You will get a SUPRA App on your “smartphone” to open the Supra lockboxes. You can get your Supra key through an FMLS or GAMLs or other MLS location. You will need your driver’s license and FMLS / GAMLs User Name & Password. Go to www.SupraEKey.com for options and contact FMLS for locations and further assistance. You can access Supra through FMLS to configure your lockboxes and get reports of showings.

Marketing Services

- VoicePad
- Paradym
- Zip My Flyer



VoicePad



FREE for all Maximum One Agents

Call Capture

The VoicePad mobile strategy begins with our professional-grade Audio Presentations, which are automatically assembled and updated from a brokerage's listing data—in both English and Spanish—for all active listings. It's how we guarantee potential home buyers can obtain information on ANY home, from ANY phone.

Text

Consumers can call or send a text to the same phone number—*No short code required!* Brokers easily create and manage text keywords and automated responses from the VoicePad dashboard.

Mobile Web – GPS Mobile IDX Agent Site

Text links generated from the VoicePad audio/text platform direct home buyers to an Agent-branded MobileIDX Site—the world's first mobile websites to include tours with audio—or photos, interactive maps, and online searches.

Full Instructions & Tutorials

For complete instructions & tutorials, see article posted on Maximum One Blog May 2015. Go to:

www.eAGENTweb.com click “Blog” then on home page on right side under “Archive” click on “May.



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Full instructions in www.eAGENTweb.com “Live & Recorded Webinars”

Click here for [Dave Kubat’s Video on How to Use VoicePad](#)

Here are some additional Mobile Site videos:

- Quick overview (2 min): <http://info.voicepad.com/mobilesitesvideo/>
- Quick overview (4 min): <http://info.voicepad.com/movie/>
- Detailed overview (20 min) : http://www.youtube.com/watch?v=iY_h-xdZx6E&feature=youtu.be
- Hour long very detailed training: http://www.voicepad.com/downloads/2014-04-24_VoicePad_401_Get_The_Most_From_Your_Mobile_Website.wmv (held 4th Thursday of every month)
- Other Webinars listed on the Maximum One Training Calendar: www.eAGENTweb.com click “Calendar”

VoicePad Flyers

VoicePad just added another new tool to your marketing toolkit. You can now create property flyers from your VoicePad dashboard. Custom branding has been created for you. We use the existing listing photos, features, agent headshot and contact information that we have on file so that all you need to do is choose from a few simple layout choices and print them out to hand to your clients. We even have an option that will allow you to add a reverse side to the flyer.



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9898 Lake Forest Pkwy \$389,000
 Louisville KY, 40245

JUST LISTED!

Come see this quiet retreat and impressive home with great entertaining flow inside and out! Located in the sought after North Oldham Co. school system! This home has a great room with an impressive fireplace and custom cabinetry. There is an updated kitchen with open, reclaimed wood shelving, a hand-crafted reclaimed wood 7-foot island with seating and abundant cabinets and granite counters. Nearby is a sunny breakfast room with views of the brick terrace and rear yard. In 2008 a first floor wing was added to accommodate a master suite with separate heat/air, laundry, walk in closet and en suite bath. There is a cozy bricked courtyard located off of the master suite. Upstairs you will find the original master bedroom and bath. Off of this master suite is an office area with an entrance by way of exterior steps. There are two additional bedrooms that share a Jack-N-Jill bath which completes the second floor. Finished basement with fireplace, wet bar, full bath and two additional rooms.

- 4 beds
- 2 full baths, 1 half bath
- 2600 square feet
- A full complement of kitchen appliances
- Formal dining room
- Formal living room
- Finished walkout basement
- Privacy fencing
- Screened porch
- Wrap-around deck

Text 5016 to (502) 805-4207



Sarah Thompson
 Call (502) 709-3492
 sales@voicepad.com






TOWNE & COUNTRY

<http://tandc.mobi/AGENTTEST>

You can read more about this new tool in our VoicePad Answers portal: <http://answers.voicepad.com/automated-property-flyers/>

This new flyer component is just one of many time-saving features added to your VoicePad Marketing Toolkit that help you differentiate & explain your unique offering by showcasing your investment in VoicePad technology.



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Here are some instructions for Creating Flyers:

1. Log into a VoicePad dashboard and click MARKETING TOOLKIT (this is a banner that shows some social media icons on master and administrator dashboards).
2. Click PROPERTY FLYER on the row with one of the listings shown.
3. Choose one of the three templates.
4. Go through the options and then click REVIEW AND PRINT, then REVIEW PDF FLYER.
5. Download the PDF to your computer.

There's also a link on VoicePad answers shown near the bottom of the email:

<http://answers.voicepad.com/automated-property-flyers/>

VoicePad Representative

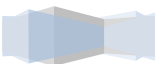


Jim Metz

National Sales Manager / VoicePad®
by Elm Street

484 868 1563 m
voicepad.com
jmetz@voicepad.com
elmstreet.com
Jim.Metz@elmstreet.com

[SCHEDULE WITH ME](#)



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Optional Marketing Services

Paradym



Selling your home or buying a home can be a big challenge these days. Frustrating. Time consuming. Exhausting. Nerve wracking. Especially if you try to go it alone or with outdated resources.

Paradym saves sellers and buyers time, adds convenience and security and gives both sides of the transaction peace of mind. For a home seller, your real estate agent can give your home maximum exposure to the largest number of potential home buyers.

For home buyers, using our website saves you hours of time trying to track down photos, maps, flyers, and contact information for homes for sale that show minimal information online or just a few lines of text in the newspaper. See how easy it is to find numerous homes in your desired location - all with a robust, rich media VisualTour! For questions, contact: Raul DuQue rduque@paradym.com - (800) 873-0700

I wish to have a Paradym account for an additional \$10 added to my monthly bill. *(The cost to buy an individual Paradym account outside Maximum One would be \$199.95 Set-up Fee & \$29.95 per month.)*

kvCore Agent Productivity Platform through Inside Real Estate

Increase Your Business with kvCore: ALL Maximum One Companies provide the kvCore Platform for all of our agents for FREE!!!! You get an Agent-Branded lead-Generating Website, a robust CRM with Action Plans, a Listing Presentation, a Website for Every listing, a Social Media Push for listings or your real estate services & more!

Get Started NOW:

- [kvCore Quick Start Guide](#) (courtesy of **Karie Smith** of Echelon Real Estate Services - karie@echelonrealestateservices.com)
 - [pdf of kvCore Quick Start Guide](#)
 - [Link to Shared Google Doc of kvCore Quick Start Guide](#)
- [Video - Agent Orientation](#)
- [Video - Training #1](#)
- [Video - Training #2](#)
- [Video - Listing Presentation \(Core Present\) & Listing Social Media Push \(Core Listing Machine\)](#)

Agent Websites

Click Here for [Video Training on Agent Websites at Maximum One Realty](#)

As an agent with Maximum One, you have several website options: FREE & Discounted.



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FREE Websites:

- www.MaximumOne.pro
- www.GAMLS.com
- www.VoicePad.com
- kvCore - See kvCore Manual

Discounted Lead-Generating Websites:

- www.Chime.Me

Other Options for Websites:

- Your Choice
- www.ListingBook.com
- Websites through www.GoDaddy.com
- www.Weebly.com
- www.Wix.com
- www.MarketLeader.com
- Many others in the marketplace

You have a choice of selecting any agent website provider you choose (as long as the website meets GREC advertising rules.)

Examples of Websites

GAMLS: Free

- <http://www.georgiamls.com/agentsite/index.cfm?SiteID=HAYNESHERBER>
- <http://www.georgiamls.com/agentsite/index.cfm?SiteID=HALIMONLASHA>
- <https://www.georgiamls.com/real-estate-agents/detail.cfm?agentID=ARICHARDSON>
- <https://www.georgiamls.com/real-estate-agents/detail.cfm?agentID=DELANEYSHAWN>
- <https://laurawilsonsellssrealestate.georgiamls.com/>

Chime: \$17/month

- <http://www.shawndelaney.com/>
- <http://www.soldbycorona.com/>

Maximum One Corporate Website

You have a FREE contact information on Maximum One Corporate Website: www.MaximumOne.pro

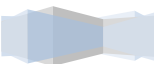


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- To change your photo or contact information, contact Heidi Owens: DES@eAGENTweb.com
770-919-8825 x 310.

Free MX1 Website through GAMLs

- See Information on following page



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GEORGIA MLS IS PROUD TO ANNOUNCE NEWLY DESIGNED, FREE AGENT WEBSITES

As a valued Georgia MLS member, you now have access to a free, professional and fully customizable agent website. You're in control of this enhanced, easy-to-navigate site. Changes to your new site are updated in real time and can be modified as often as you'd like. Give it a try!

- Customize your website address
- Upload your photo and logo
- Choose from an assortment of eye-catching banners
- Edit the *About Me* and *Welcome* sections to fully personalize your site
- Add more pages to your site at no cost



- Same powerful search component as Georgia MLS' public site, www.georgiamls.com
- Search By Map feature with satellite imagery
- Photos updated daily; Data uploaded every 30 minutes, 24/7
- Leads generated directly to the site agent
- Site statistics of viewed properties are easily accessible

Your default web address is "<http://xxxx.GeorgiaMLS.com>" where the prefix "xxxx" is your GAMLs User ID. Log on now and click the *Admin* button to start customizing!

For Technical Support, call 770-493-9000.

In addition to a new look and feel, your free agent website has a number of exciting new features:

- Featured listings on your homepage
- Search results displayed in an attractive photo gallery

Lead-Generating Website through Chime.me

Adding IDX Reciprocity to Your Own Agent Website

When an agent has their own Agent Website (through whatever company they want) they will want to add an MLS search for the public to their website. This is done via “IDX Reciprocity” with the MLS service. The form that an agent will need to get to their Website Provider to add this service is already completed & signed by the Broker. Agent must be sure to use the proper form based on which Franchise & Realty or Realtor Company they belong to. FMLS does NOT offer any IDX services to agents.

If the agent has any questions, they need to contact GAMLS directly: 770-493-6200
- georgiamls@gamls.com

These forms already signed by the Broker are located in the Reference Section of Paperless Pipeline:

Corporate Discounts & Benefits

- For most current corporate discounts, see the Maximum One Blog: www.MaximizeYourRealEstateCareer.com – click “Corporate Discounts”
- Georgia Natural Gas (REAP Program)
- Hope Credit Services
- Verizon Wireless
- And More! www.eAGENTweb.com click “Blog”

Reminders

Unpaid Office Fees – Any unpaid office fees that are due after the 20th of the month will be deducted from your net proceeds of your next commission. This is NOT a regular form of paying your monthly bill.

Commission Payments – Your file in PPL (Paperless Pipeline) must be compliant with GREC and complete with the Maximum One paperwork before Maximum One can issue your commission through Direct Deposit by ACH or before a DA request is approved.

DA = Getting Paid at the Closing – If you do choose the pay at close option, remember you still must turn in the closing paperwork to Maximum One! We have many attorneys on our approved list to pay you at closing.

- Check your file in Paperless Pipeline & make sure it is complete and compliant
- Once your file is compliant, you may request to get paid at closing!



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- Upload a "DA" (Disbursement Authorization) Form request to your transaction in Paperless Pipeline
- This DA must be requested at least 72 hours PRIOR to closing and your file MUST be compliant & complete
- If MX1 is holding the Earnest Money, then you will come to the office PRIOR to closing and pick up the Earnest Money check to take with you to closing to give to the closing attorney!
- Go to closing, make people happy, pick up your check, AND pick up checks for MX1 & FMLS (if in FMLS) & the settlement statement.
- After closing, you will go back to the office, upload the Closing Statement & FMLS Form #118 to FMLS (if the property was in FMLS) turn in the check for Maximum One & FMLS

Late Fees –

- Starting at \$25 Late Fee for monthly agent fees not received by the 1st of the month
- Starting at \$75 Late Fee for Contracts (Listings/Contracts/Leases) not turned in 72 hours of Client/Customer Acceptance

Earnest Money –

- Must be turned into office “as soon as practically possible” by law and within 72 hours of receipt by MX1 policy.
- If you deposit EM remotely, you MUST follow the specific procedures (See Procedures Manual)
- If the property address for the Buyer changes, you must complete an Earnest Money Transfer Form
- If a Buyer is mailing MX1 Earnest Money, you must notify the Branch Manager to expect this money

Other -

- All personal checks must be held by Maximum One for ten (10) banking days
- Read Weekly emails, “This Week at Maximum One” for updated company information – information is also on the Blog
- If you come in after the 10th, you will be billed for the current month, on the following month’s statement. Please call in advance for your bill. So if you join MX1 May 10th or later, your first bill will be in July and will have billing for June & July.



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User Names & Passwords

www.PaperlessPipeline.com

Username: _____

Password: _____

www.FMLS.com

Username: _____

Password: _____

www.GaMLS.com

Username: _____

Password: _____

www.HUDHomestore.com

Username: _____

Password: _____

NAID #: _____

www.HomePath.com

Username: _____

Password: _____

www.Supra.com

Username: _____

Password: _____

Key Serial #: _____

www.DropBox.com

Username: _____

Password: _____

OTHER

Username: _____

Password: _____

Maximum One Email Address

Username: _____

Password: _____

Copier Code: _____



FRANCHISE SPECIFIC INFORMATION – MX1 GREATER ATLANTA – MXGA and MXGR

Company Abbreviations

- MX1 = Maximum One
- MXGA = Maximum One Realty Greater Atlanta – if you are affiliated with one of the Greater Atlanta Offices and you do NOT belong to a Board of Realtors
- MXGR = Maximum One Greater Atlanta Realtors – if you are affiliated with one of the Greater Atlanta Offices and you DO belong to a Board of Realtors
- Each MX1 Greater Atlanta Branch has agents belonging to BOTH MXGA & MXGR companies

How to Talk to a Live Person at Maximum One Greater Atlanta

MX1 Greater Atlanta: www.eAGENTweb.com click “Blog” then click “Who’s Who at MX1”

Maximum One Phone: 770-919-8825 To get through to a hard phone line at our various offices, dial the main Maximum One Realty number with the following extensions: **770-919-8825 (Greater Atlanta)**

- Powers Ferry - ext. 310
- Pinnacle - ext. 318
- Woodstock – ext. 303

Maximum One Fax: 770-919-8865 If you are expecting a fax, please let the Call Coordinator know: CallCoordinator@eAGENTweb.com This fax is monitored Mon – Fri 9am – 5pm.

Who’s Who at Maximum One Greater Atlanta

770-919-8825 or 866-962-0261 then extension number

Brokers

- **Maximum One Realty Greater Atlanta - MXGA - [Kim Howard](mailto:KimHoward@MyMaximumOne.com) – 303 - Qualifying Broker**
- **Maximum One Greater Atlanta, REALTORS® - MXGR - [Dana Sparks](mailto:Dana@MaximumOneRealty.com) - 302 - Qualifying Broker -**



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- **Managing Broker - Maximum One Greater Atlanta** - [Dana Sparks](mailto:Dana@MaximumOneRealty.com) - 302
- **Compliance Broker** - [Kim Howard](mailto:KimHoward@eagentweb.com) – 303 – Compliance@eagentweb.com
- **Weekend Broker on Duty** – 770-919-8825 ext. 302
- Support@MyMaximumOne.com – **24/7 Associate Broker Support**
- **Maximum One Alabama, REALTORS®** - Dana Sparks – MX1AlabamaBroker@MaximumOne.pro
770-919-8825 ext 302

Branch CEO Advisors - Guide our CEO Agents towards the Resources they may need for their Business / Maintain Office Location / Maintain Office Location / Set up New Agents at that Branch / Prepare for Meetings & Classes – Dial Main number & then appropriate Extension for person you are trying to contact

- Paulding – ext. 318 – [Michelle Butz](mailto:MichelleButz@eagentweb.com) – pinnacle@eagentweb.com or DA@eAGENTweb.com
- Powers Ferry – ext. 310 – [Vivian Cade](mailto:VivianCade@eagentweb.com) - PowersFerry@eAGENTweb.com or ASC@eAGENTweb.com
- Woodstock – ext. 303 – [Kim Howard](mailto:KimHoward@eagentweb.com) - Woodstock@eAGENTweb.com or Compliance@eAGENTweb.com

Accounting Department

- Accounting Department Manager – ext. 324 – [Donna Black](mailto:DonnaBlack@eagentweb.com) – AgentBilling@eAGENTweb.com
- Transactions – ext. 3111 – [Robin Wilhite-Slay](mailto:RobinWilhiteSlay@eagentweb.com) – Transactions@eAGENTweb.com
- Agent Billing – ext. 324 – [Donna Black](mailto:DonnaBlack@eagentweb.com) - AgentBilling@eAGENTweb.com
- DAs – ext. 306 – [Michelle Butz](mailto:MichelleButz@eagentweb.com) – DA@eAGENTweb.com



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Systems / Managers / Coordinators / Administrators - *These are the Managers of these Systems - All Branch CEO Advisors also manage various Corporate Systems*

System	Name	Phone Extension 770-919-8825 + Extension	Email
Corporate Founder & CEO	Dave Kubat	308	Dave@MaximumOneRealty.com
Handles Broker Issues / Training Broker / Newsletters / Recruiting	Dana Sparks	302	Dana@MaximumOneRealty.com
General Transition into Maximum One	Vivian Cade	312	ASC@eAGENTweb.com
Accounting Department Manager	Donna Black	324	AgentBilling@eAGENTweb.com
Agent Billing	Donna Black	324	AgentBilling@eAGENTweb.com
DA (Pay-at-Close) Approval	Michelle Butz	306	DA@eAGENTweb.com
Commission Payments	Robin Wilhite-Slay	3111 (4 digits)	Transactions@eAGENTweb.com
Earnest Money Release for DA Closing	Michelle Butz	306	DA@eAGENTweb.com
Earnest Money Disbursement on Terminated Contracts	Robin Wilhite-Slay	3111 (4 digits)	Transactions@eAGENTweb.com
Transactions & Corporate Accounting	Donna Black	324	AgentBilling@eAGENTweb.com
GREC Contract Compliance Director	Kim Howard	303	Compliance@eAGENTweb.com
Contract Compliance	Kim Howard	303	Compliance@eagentweb.com
FMLS & GMLS Issues	Kim Howard	303	Compliance@eagetweb.com
Earnest Money Disputes	Kim Howard	303	Compliance@eagentweb.com

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GREC / FMLS IDs / GAMLs IDs	Vivian Cade	312	ASC@eAGENTweb.com
VoicePad	Vivian Cade	312	ASC@eAGENTweb.com
MX1 Email	Vivian Cade	312	ASC@eAGENTweb.com
Paperless Pipeline	Kim Howard	303	Compliance@eAGENTweb.com
Phone Extensions	Heidi Kelly	306	RosterCEAdmin@eAGENTweb.com
Key Fobs	Vivian Cade	312	ASC@eAGENTweb.com
Vendor Program	Heidi Owens	310	DES@eAGENTweb.com
Corporate Website Agent Photo & Info	Vivian Cade	312	ASC@eAGENTweb.com
Roster Management (Email & Phone & Branch)	Heidi Kelly	306	RosterCEAdmin@eAGENTweb.com
Call Coordinator & Faxes	Vivian Cade	312	CallCoordinator@eAGENTweb.com ASC@eAGENTwb.com
Recruiting New Licensees to Maximum One	Dana Sparks	302	Dana@MaximumOneRealty.com
Recruiting Experienced Agents to Maximum One	Dana Sparks	302	Dana@MaximumOneRealty.com
In-House Accounting & 1099s	Donna Black	324	AgentBilling@eAGENTweb.com
Holding Company	Ann Kubat	404-376-0831	Holding@MyMaximumOne.com
HR Director	Ann Kubat	404-376-0831	AKubat@Comcast.net
General Transition to Maximum One	Vivian Cade	312	ASC@eAGENTweb.com
Dave Kubat's Administrative Executive Assistance	Destinie Grace	307	ExecutiveAssistant@MaximumOne.pro
General Point of Contact for Assistance	Your Branch CEO Advisor	See Above	See Above



ORIENTATION MANUAL

Premier Lenders & Closing Attorneys

MORTGAGE LENDERS		CLOSING ATTORNEYS	
Pinnacle		Pinnacle	
Homestar Financial Corporation	Jay Alexander & Wes Barclay	Davis & Associates, Attorneys at Law, LLC	Amee Davis
www.HomestarFC.com	NMLS 223779	www.DavisLawGA.com	
Jay.Alexander@HomestarFC.com	404-409-5784	ADavis@DavisLawGA.com	770-426-5440
Wes.Barclay@HomestarFC.com			
		Don DeFoor & Associates	Shawn Horan
		Shawn@DonDeFoorLaw.com	770-942-8887
Woodstock		Woodstock	
Movement Mortgage	John Bohannon	Hartman Law	Andy Hartman
www.MovementMortgage.com	NMLS 170795	www.HartmanLawFirm.com	
John.Bohannon@Movement.com	770-480-8210	Andy@HartmanLawFirm.com	770-284-1111
Powers Ferry		Powers Ferry	
American Eagle Mortgage Powered by Cross Country Mortgage	Linda Kennedy	Shafritz & Dean, LLC	Doug Dean
www.aemc.cc	NMLS 209067	www.Shafritz-Dean.com	
LKennedy@aemc.cc	678-614-4653	DDean@Shafritz-Dean.com	770-942-8887



ORIENTATION MANUAL

MX1 GREATER ATLANTA LOCATIONS

Powers Ferry / Marietta / East Cobb

1355 Terrell Mill Rd. Bldg. #1464
Marietta, GA 30067

Paulding / Hiram / Dallas

76 Highland Pavilion Ct. Suite #141
Hiram, GA 30141

Woodstock / Canton / Cherokee

2370 Towne Lake Pkwy. Suite #100
Woodstock, GA 30189

Holding / Referral-Only

Georgia
Alabama

770-919-8825 x 312

ASC@eAGENTweb.com

Alabama (VIRTUAL ONLY)

REALTOR® Only

1 Chase Corporate Dr. Suite #400
Birmingham, AL 35244
256-459-2370

MX1AlabamaBroker@Maximumone.pro

Directions to Maximum One Greater Atlanta Locations: www.eAGENTweb.com
click “Blog” then click “Locations & Directions”

Pinnacle / Paulding / West Cobb / Douglasville: Pinnacle@eAGENTweb.com 770-919-8825 ext 318

76 Highland Pavilion

Suite #141

Hiram, GA 30141

The Paulding Branch of Maximum One is located on Highway 278 where Business 6 dead ends into 278. We are located in the Highland Pavilion Shopping Center behind the “The Ark” animal hospital. We will have a new building the end of 2021!

Powers Ferry / East Cobb: PowersFerry@eAGENTweb.com 770-919-8825 ext 310

1355 Terrell Mill Rd.

Building #1464

Marietta, GA 30067

The Powers Ferry Branch of Maximum One is located off Terrell Mill Road in the section that runs between Powers Ferry Road & Delk Road.



ORIENTATION MANUAL

From Powers Ferry, turn east onto Terrell Mill Road (you’ll see a BP gas station on the corner.) Then you will take a right into the “Courtyards of Terrell Mill” business complex. Once in the complex, take an immediate right. Buildings #1464 & 1466 are on your left.

Woodstock: Woodstock@eAGENTweb.com 770-919-8825 ext 303
2370 Towne Lake Pkwy
Suite #100
Woodstock, GA 30189

The Woodstock Branch of Maximum One is located on Towne Lake Pkwy. From 575 take Exit #8 & head West on Towne Lake Pkwy. Where Eagle Drive forks off to the left, stay to the right on Towne Lake. You will go through one redlight (Kroger on your left) & then turn right into our Driveway. We are located behind Mellow Mushroom.

Broker Codes – FMLS & GAMLs

Maximum One Realty Greater Atlanta:	MXGA01
Maximum One Greater Atlanta Realtors:	MXGR01

Corporate Names & Addresses

Maximum One Realty Greater Atlanta:	1355 Terrell Mill Rd, Bldg #1464
<u>Corporate Name:</u> Greater Atlanta, LLC	Marietta, GA 30067

Maximum One Greater Atlanta, REALTORS®:	1355 Terrell Mill Rd, Bldg #1464
<u>Corporate Name:</u> Maximum One Real Estate Group, LLC	Marietta, GA 30067

GREC Firm Number & Qualifying Broker:

Maximum One Realty Greater Atlanta:	H-56897	Kim Murray
Maximum One Greater Atlanta, REALTORS®:	H-62825	Dana Sparks



ORIENTATION MANUAL

HUD NAID & Tax ID Numbers:

- **Maximum One Realty Greater Atlanta:** **GRRTL0360** **20-8520360**
 - Corporate Name: Greater Atlanta, LLC
- **Maximum One Greater Atlanta Realtors:** **GRRTL1947** **27-1021947**
 - Corporate Name: Maximum One Real Estate Group, LLC

Monthly Billing

See general information about your monthly agent bill earlier in this manual. Maximum One Greater Atlanta sends bill through the billing system www.Bill.com . If you have ANY Questions, please contact Donna Black (Manager of MX1 Greater Atlanta Accounting - AgentBilling@eAGENTweb.com 770-919-8825 ext. 324.)

- Click the link on the received email invoice
- You will be prompted to set up a "Portal"
- You will be prompted to set up a Password - Write it Down - We do not have access to your password
- You may set up your payment for "Recurring Payments" or to "Pay One Bill"
- You may also see all of your Agent Billing Invoices on this System
- You may also communicate with Donna Black through this system

Faxes Received

- Please notify the Call Coordinator CallCoordinator@eAGENTweb.com if you are expecting a fax
- If you receive one, you will get an email from the Call Coordinator
- These faxes are **not monitored in the evenings or over the weekend**
- General Fax Number: 770-919-8865 (**Maximum One Greater Atlanta**)

