

Updates

Happy Spring! We held our annual company appreciation party March 11th and enjoyed seeing all of you that braved the weather and came out! In case you missed it, here's some updates you missed:

1. We introduced a few key people at the party:
 - Transaction Coordinator- If you need someone to help you out with transaction coordination, Julie Berthelsen is our in-house T/C and is a great resource! She charges a flat fee of \$250. She makes sure your file is complete and turned in on time so your commission payment is not delayed. Her email is juliebexcel@gmail.com
 - Processing- Cindy Deffina is our in-house processor. She makes sure your file is submitted on time so you can close on time! Her email is processing@teamerm.com
 - Kristin Jones, our newest member of the Admin team!
2. Awards- We reintroduced awards this year, as we believe it is important to recognize our associates for the wonderful work they do all year. We have three levels of awards for both real estate agents and loan officers:

Excel Award

Real Estate: 12 deals a year or more

Loans: 20 deals a year or more

Diamond Award

Real Estate: 24 deals a year or more

Loans: 40 deals a year or more

Top Producer

Highest number of deals in the RE or loan category. Perpetual plaque is displayed in our office with the winner's names (see picture).

New File Completion and Commission Payment Policy– As of March 14th we have started to enforce our policy for file submissions. Please make sure you check out the Instructions For File Submissions to ensure you receive your payments on time. <http://www.teamerm.com/sacramento-area-real-estate/>



2016 Award Winners

We are pleased to announce this year's award winners:

Excel Award

Real Estate: Bob Trythall, Georgette Limato, Manuela Norton, Penny Boutte, Stacey Raine, and Sunny Bedwal

Diamond Award

Real Estate: Paul Barber and Winnie Cheung

Loans: Jason Estes, Ruben Venegas, and Steven Hatcher

Top Producer

Real Estate: Mark and Teresa Hatada

Loans: Rosa Dinh

News

- Next Excel training: Excel has partnered with Corefact to provide an easy to use, one stop shop for marketing tools for our associates. Interested? Join us for training from Corefact experts **Wednesday, April 27th in the conference room at our Roseville office.** An email from Shalen will be coming soon with more details!
- We regularly add breaking news and updates to our website. Check it out often and stay in the know! <http://www.teamerm.com/sacramento-area-breaking-news/>
- 1099's were sent out in mid January. If you did not receive yours, please let us know.
- Thank you for your feedback on the Escrow Checklists. We have updated them per your suggestions. Please check them out and use the new one's going forward! <http://www.teamerm.com/sacramento-area-real-estate/>

Quarterly Newsletter (cont.) April 2016

Reminders

- Did you know? All our forms are on the website and fillable electronically! Just click on the needed form and save it to your PC and you can type away!
- Agents should not be accepting checks from buyers, they should go directly from the buyer to the Title Company.
- Want to have a \$0 broker fee on your next closing? Simply refer an agent to our company! Once they close their first deal with us, there is no broker fee on your next closing!
- We often get asked questions by our agents on if we can recommend a plumber, electrician, etc. Consequently, we will be creating a Directory of Professional Services as a reference for our associates. Have someone to recommend? Please send their info to Shalen. Once we get this started, we will post it on our website! Stay tuned!
- Want to make your own flyer or listing presentation? We have templates! <http://www.teamerm.com/sacramento-area-marketing/>
- Need one of our logos? They're on our website! <http://www.teamerm.com/logos-sac/>
- Need a referral for services, a signed W-9, company letterhead, etc.? We've got it, check it out! <http://www.teamerm.com/sacramento-tools/>
- Have a question and don't know where to find the answer? Check out our FAQ page on our website! <http://www.teamerm.com/faqs-sac/>
- Need a Property Feedback Form or a Referral Agreement already signed by John? Or how about a fun kids listing agreement to get your clients kids involved? It's on our website! <http://www.teamerm.com/sacramento-area-real-estate/>
- Our Excel website is a great resource for other things as well. Be sure to check it out from time to time to see what's new! Our website is www.teamerm.com. To get to the Agent information, please go to the top of the page and click on Agent Login and then click on Sacramento Login. It will ask for a password, which is keepcommission.

Loan Officer Updates

- Save the Date! We have set up a "Lender Vendor" presentation with Flagstar, Stearns, TCF Bank, and Mountain West Financial. Come out to hear a brief presentation about what they offer and why you should use them. **Wednesday, April 27th at 1 p.m. at our Roseville office.** Please see the email from Shalen for more details!
- He's back! David Luna from Mortgage Educators is coming back **Monday May 23rd at 9 a.m.** to do another live 8 hour continuing education training that will fulfill your requirement for continuing education for the NMLS. See the email from Shalen for more info.
 - Here's the link to RSVP and pay: [Roseville CE May 23rd Order Link](#)
- We have started to enforce our policy for file submissions. Please make sure you review the Instructions for Loan File Submission to ensure you get paid on time! <http://www.teamerm.com/sacramento-area-loans/>
- The new L/O comp plan went in effect April 1st. Please make sure to send in any changes to your comp plan at least one week before the new quarter starts. <http://www.teamerm.com/wp-content/uploads/2015/03/LO-Comp-Plan.pdf>
- Our Lender List updates often as reps change, we add or remove lenders, etc. ALWAYS go to the Lender List on our website for every deal to ensure you have the most up to date list. <http://www.teamerm.com/sacramento-area-loans/>