



## Quick Start Guide

At roosted, we wanted to create a way for agents to quickly and easily make real estate referrals. You worked hard for your real estate license, and now you can create income by helping your friends and family with their real estate needs - all without having to pay high dues and fees! We are excited to have you with us. Welcome to the flock!

— Dane Briggs (Founder / Broker)

### Making a referral is easy!

1. Login to Roosted at [app.roosted.io](http://app.roosted.io)
2. Click Create a Referral
3. Fill out the contact information for your referral
4. Select if they are buying or selling
5. If selling, you can refer them to a traditional agent, an iBuyer, or a flat fee company
6. Choose an agent, or have Roosted select one for you for and we'll collect a 35% referral fee
7. Monitor the referral in your referral dashboard, and follow up if necessary
8. When it closes, we will cut a check to you as soon as the referral fee has cleared the bank

### Do's and Don'ts as a Roosted agent

#### Do:

- Market to your sphere of influence to tell them you can help them with their real estate needs
- Prospect for new buyers and sellers
- Obtain the prospect's contact information
- Use the Roosted System to enter referrals
- Hand out your Roosted business cards
- Per ADRE, if your phone number is on business cards or in advertising you must identify yourself as a Roosted agent when answering your phone and on your voicemail.
- Any other marketing items must be approved by sending an email to [broker@roosted.io](mailto:broker@roosted.io)
- Keep your license active at ADRE, and notify them promptly of any changes to contact info, or any other required notifications
- Keep up with your continuing education classes so you can renew your license
- Make referrals in all 50 states

#### Do Not:

- Represent yourself as a REALTOR®, however you can identify yourself as a real estate agent
- Access mls or obtain association forms through another agent - this is against many rules!
- Use another agent's lockbox key
- Hold open houses for other agents
- Make listing or sales presentations
- Advise the public on real estate transactions
- Represent yourself as anything other than a referral agent in any real estate capacity
- Provide comparables or sales data - without mls access you can not provide pricing assistance
- Stress about association and mls fees! You don't have to pay them anymore!

