

ONBOARDING

roadmap



click here



Next 2 days

Change of License One week before joining, click above, and choose online services, choose change of license application 2x, enter your license # and print out the blank document and complete it by hand. There is a \$20 fee change. Scan and email our DB @ buffy@integrityhomesregroup.com After she signs, e-mail the completed document to rlestate.com@maine.gov



By End of 2nd business day

Now, together we will:
 Set up new e-mail
 Set up landing page
 Gather all existing contacts
 Submit head shot
 Send biography to the agency
 Order signs/ Business cards
 Buffy will order cards and signage directly with you.



Meet with exiting agency to: Give resignation by letter/ in-person to develop exit plan and review existing listings.

*The State will ONLY inform brokerage of Change of Affiliation when you're informed of its approval.



Once license has been approved, email the following agencies with copy of your license and notification of agency change.
help@mainelistings.com
tammylapierre@gmail.com

"Nothing worthwhile is ever easy" and that is why we want to partner with you to make your transition as smooth as can be. We have created a roadmap with instructions along your way to follow!



almost home!



Move In Day!
 Woohoo! You Joined Our Family of Integrity



Time to announce your venture! Integrity will announce your welcome on Social Media Platforms. Reminder: Change your agency name on your own social media.

Once the above has been completed, sign into the MLS, Zip Forms, and Forewarn to verify you are able to sign on. Go into Zip Forms settings and set up your Docu-sign account if it has been unlinked.

Home Sweet Home



- MLS- help@mainelistings.com. / Zip Forms / Forewarn- Same Sign-on as MLS. Changes with Forewarn follow all MLS changes.
- Integrity's License #AC90603595. Expiration is March 29, 2026
- www.integrityhomesacademy.com is your agent forum page
- Your landing page will be www.integrityhomesrealestategroup.com/yourname
- Your email will be your name or first name @integrityhomesregroup.com