

Instructions For New Document Storage

Texas Premier Realty is using a new online storage for our documents pertaining to transactions. To be compliant with TREC, Texas Premier Realty needs to store all documents for 4 years. It is very important that you, as the agent, upload all your documents to this storage website. Not only does it keep us TREC compliant, but it makes all our jobs easier. Instead of having to make calls to get certain documents, we can just log in and search for the specific transaction. The new website is www.TPRClosingDocs.com. To log in, enter your email address. You will be given a one-time password of 'tpr123'. After logging in for the first time you will be directed to create a custom password. From that point going forward you will use your email address and your custom password to log in. The one-time password we issued will not work anymore.

When creating a new transaction, on the left of the screen you will find the option marked 'Transactions'. Click on that and select the option 'Create Transaction'. From there, just enter all the info about your transaction and upload the documents. PLEASE ALWAYS NAME YOUR TRANSACTIONS THE PROPERTY ADDRESS. DO NOT NAME IT THE CLIENTS NAME.

Docs That Need to be Uploaded into TPRClosingDocs.com

- Listing Agreement
- Buyers Rep Agreement
- IABS
- Executed Contract (Not Offers)
- ALL Amendments & Addendums
- Commission Disbursement Authorization Form
- Final Closed Settlement Statement
- Sellers Disclosure (Signed by both parties)
- Third Party Financing Addendum
- ANY Document that your client has signed.