

Naming Transactions in Transaction Desk

Addicted Realty uses Transaction Desk as our official document storage venue for record retention compliance. Agents are required to submit all transaction related documents to the brokerage via Transaction Desk within 48 hours of obtaining ANY signatures. Any other items related to the duties an agent provides to a client must also be submitted to the brokerage via Transaction Desk. Remember NRS and NAC require the brokerage to have a complete file on any transaction including transactions that failed or offers that were rejected. To keep this clean, please create only one (1) transaction in transaction desk for each transaction.

For organization, transactions created must be named using the following format.

[Street Name] [House Number] - [Transaction Type] - [Client Last Name]

Acceptable transaction types are:

Purchase

Listing

PM

Rental (agent is NOT the property manager)

Examples

Jokers Wild 4626 - Listing - Smith

Boxer 2246 - Rental - Jones

Little Arrow 9049 - Purchase - Williams

Watkins #123 516 - Purchase - Franks

Incorrect



3944 Steinbeck - Purchase - Ayala



Listing #1964061
3944 STEINBECK DR, LAS VEGAS
Open

In this example, the street numbers are listed **BEFORE** the street name. The transactions are then ordered by the street number and not the street name, making it very difficult to find the transaction for which one is searching.

Correct



Steinbeck 3944 - Purchase - Ayala



Listing #1964061
3944 STEINBECK DR, LAS VEGAS
Open

In this example, the house numbers are listed **AFTER** the street name. By keeping the street name first, it keeps the list of transactions organized alphabetically, making it easy to find the transaction for which one is searching.