



## Creating a new Team Account and transferring listings

During the July 15<sup>th</sup>, 2020 Wardex Board of Directors meeting the change in team policy proposed by the Rules Committee was approved.

The New Policy requires the Listing agent to be added as either the primary or secondary List Agent in Wardex.

If you have the need to create a team account, below are the steps in creating the account and transferring listings.

1. Complete the Teams Forms and New User Applications. You can find these forms by following this link – [Team Application Form](#)
2. Email the completed forms to Terry Janus at [terry@wardex.net](mailto:terry@wardex.net)
3. Upon receipt of the completed forms
  - a. Your new team account will be created
  - b. An email will be sent to ALL team members on how to access the new Team Account
4. At your request and with broker approval, Wardex Staff will transfer the **Active, Pending, and Temporary of Market** listings into the new Team Account. The charge for listing transfer is \$50 per listing.

If there are any question you can email [support@wardex.net](mailto:support@wardex.net).

# Authorization for New Team/Team Members

Use this form for new and existing teams and their members. Team members become alias's of the team. Must be WARDEX subscribers.

**Email this form to support@wardex.net.**

**Names must be printed and legible.**

**New teams must submit the New User Activation Form with this form.**

Team name: \_\_\_\_\_

New team: Y N (circle) Login (user) ID if existing (N): \_\_\_\_\_

Add: Team members' names:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Delete: Team members' names:

\_\_\_\_\_

Designated broker's name: \_\_\_\_\_

\_\_\_\_\_  
Firm name: \_\_\_\_\_

Firm's association (circle): BULLHEAD CITY KINGMAN LAKE HAVASU CITY LA PAZ

I have read and understand Policy 12 The Use of Alias and agree to follow this policy. I understand I am responsible for all entries and actions of this team member with regards to his/her use of this login ID, service agreement conditions, rules and regulations and policies of WARDEX. I agree to notify WARDEX immediately upon the sever of this team member/alias.

\_\_\_\_\_  
Designated broker's signature

\_\_\_\_\_  
Date

## **WARDEX STAFF USE ONLY**

Date received: \_\_\_\_\_ By: \_\_\_\_\_

New team's agent and login IDs (begin with a T): \_\_\_\_\_

Duplicate login YES selected (initial): \_\_\_\_\_

Team's ID added/deleted to/from team members' profile (initial): \_\_\_\_\_

# WARDEX New User Activation

Member Association: BULLHEAD CITY KINGMAN LAKE HAVASU CITY

NON-MEMBER ASSOCIATION \_\_\_\_\_

Date of Activation: \_\_\_\_\_ Fee attached: \_\_\_\_\_

Member/assistant Name: \_\_\_\_\_

MANDATORY: User ID#: REALTORS® = NRDS # \_\_\_\_\_

If Admin = a \_\_\_\_ \_\_\_\_ \_\_\_\_ \_\_\_\_ (first initial of first name and first 3 initials of last name)

If Personal Assistant = p \_\_\_\_ \_\_\_\_ \_\_\_\_ \_\_\_\_ (first initial of first name and first 3 initials of last name)

Member Address: \_\_\_\_\_

Member Type: \_\_\_\_\_

Firm Name: \_\_\_\_\_

Firm Address: \_\_\_\_\_

Primary E-Mail Address \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Home phone (optional) \_\_\_\_\_

Office Phone: \_\_\_\_\_ Office Fax: \_\_\_\_\_

Listing privileges Y/N: \_\_\_\_\_ If N Broker signature is required: \_\_\_\_\_

License number including 2 digit initials: \_\_\_\_\_

Firm license number including 2 digit initials: \_\_\_\_\_

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## STAFF use only

Duplicate log-in Y/N: \_\_\_\_\_

Received Date: \_\_\_\_\_ STAFF initials \_\_\_\_\_

Assign: Login ID: \_\_\_\_\_ Password: \_\_\_\_\_

**Fax to WARDEX at 928-220-9704, email to [support@wardex.net](mailto:support@wardex.net)  
or mail to WARDEX 3640 Highway 95, Ste 115, Bullhead City, AZ 86442**