



Franchise Onboarding To Do List Phase ONE

Government and DORA Licensing in Colorado

- ☐ Set up Entity through the State and file DBA for each. (Do not use the DBA as main entity name) Cannot have ROG in main entity name.
- ☐ Form Partnership Agreement (If needed), ownership breakdown and file through the State.
- ☐ Submit for your Federal ID (EIN)
- ☐ File thru DORA your new real estate office and both entities.
- ☐ Set up account with MLS/s. They will request office compliance where all agents must be unless they get approval from MLS to have a MLS membership.
- ☐ Determine your MLS ID (Example: ROGP1 and ROGP2)
- ☐ Set up accounts with any other MLS provider you need memberships with.
- ☐ E and O Insurance Provider. (CRES)
- ☐ Set up Account for brokerage with CTMeContracts
- ☐ Set up bank accounts for main entity.
 - Checking Account for Main Operating Account
 - Checking Account for Commissions
- ☐ Purchase (2) URL's (www.realtyonegroupDBA.com and www.ROGDBA.com)
- ☐ General Liability Insurance (Call if you need a resource)