

Fredericksburg Processing

Listings – Contracts – Rentals – Addendums

1. All listings, contracts, & addendums must be submitted ***electronically*** to frbcontracts@LNF.com.
2. Any document requiring a manager signature prior to the agent submitting the file should be submitted to fredva@LNF.com via **Authentisign or DocuSign**
3. Referring to the above – if an agent is sending a document to their client for signature and the form requires a manager signature then fredva@LNF.com should be added as a signatory
4. Referring to the above – if this is done – the contract will be submitted for the agent to frbcontracts@LNF.com
5. No paper files will be accepted – we are now paperless
6. Contracts or listings must be submitted as 1 single file
7. Listing & Contracts will be stored on OneDrive
8. Agents will have access to their files via CSOL

Frequently Asked Questions:

Why are we going paperless?

All the information is already stored online (CSOL & OneDrive) and keeping paper files is redundant and 1970's-ish – and it's time to go green. You know, Save The Planet...

Why can't I submit paper files?

In order to properly track files, there must be one streamlined system

Why does the contract have to be in one single file?

Picture if you will, an email with 9 attachments; it's a nightmare to upload them all

