REALM®
VERIFIED TRANSACTIONS

Getting Started



Presented by: Theresa Corindia | May 2026

REALM®
VERIFIED TRANSACTIONS

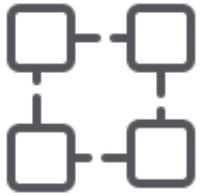
Real Estate transaction don't end when the deal is done.



Secure Environment



Transparent & Collaborative



Blockchain-Enabled



Supports Post-Transaction

REALM®
VERIFIED TRANSACTIONS

REALM Verified Transactions offers:



Secure Post-Sale Collaboration



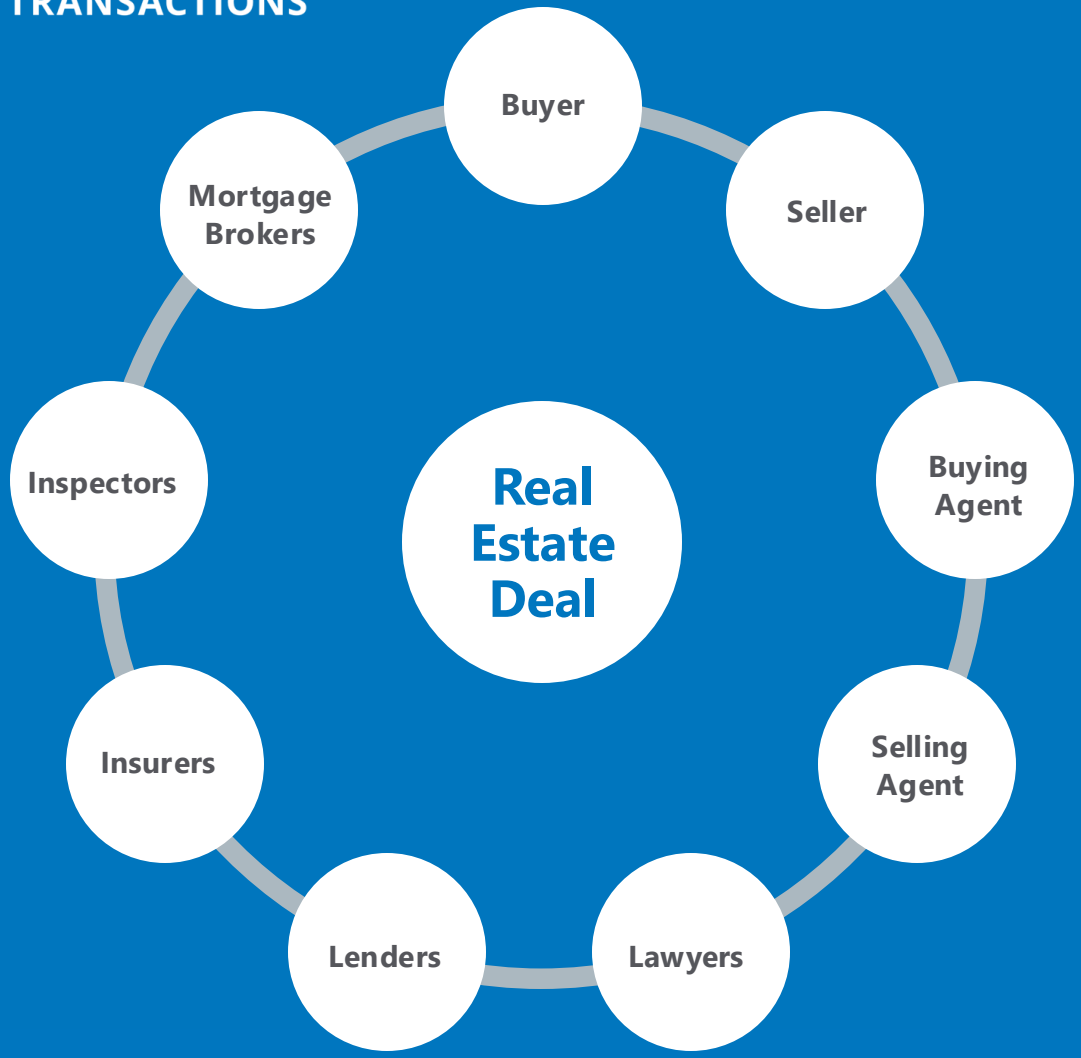
Final Documentation Management



Blockchain Backed Closing Record

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REALM Verified Transactions offers:



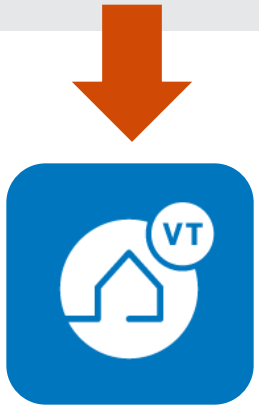
LOGIN

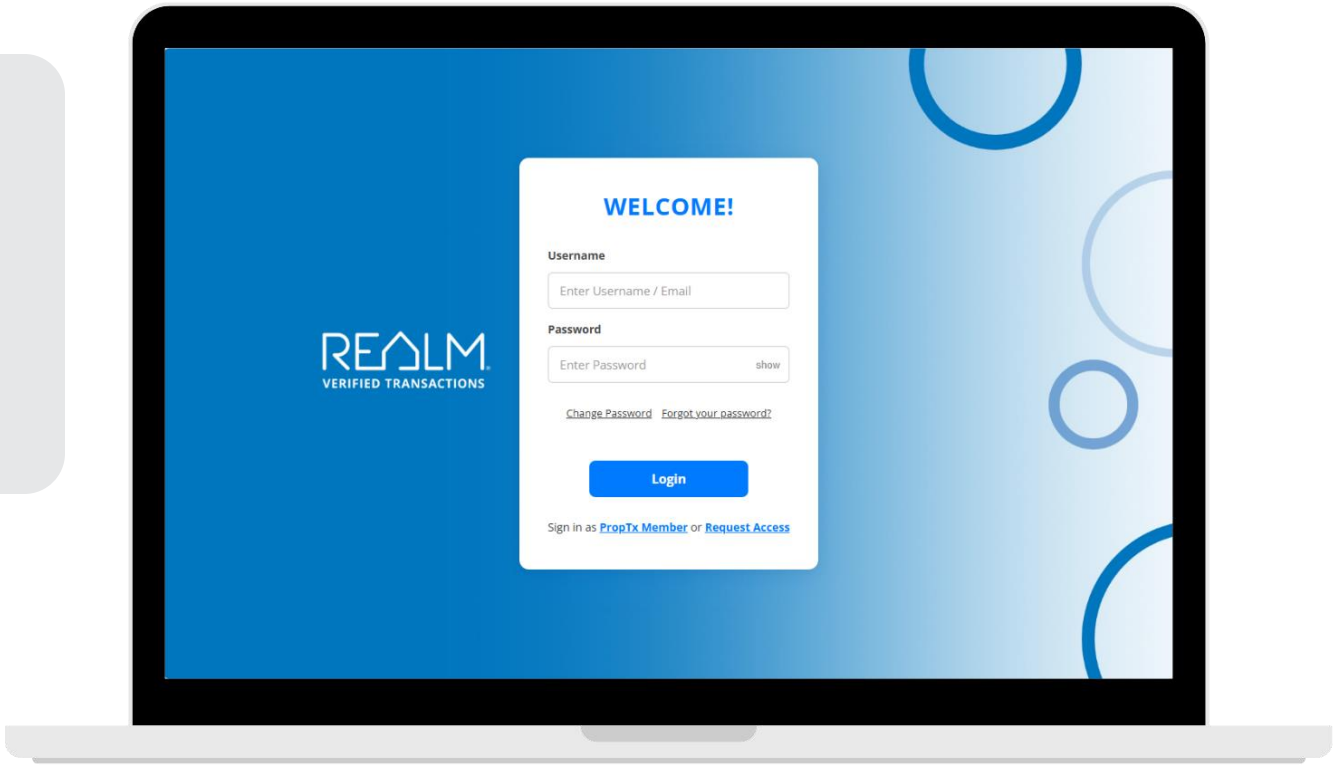
REALM®
VERIFIED TRANSACTIONS

How to Login to REALM Verified Transactions

Desktop: Single Sign On for PropTx Members

1. Click the **REALM Verified Transactions** icon from:
    - OntarioMLP.ca
    - MLS Tools
    - REALM Resources Menu

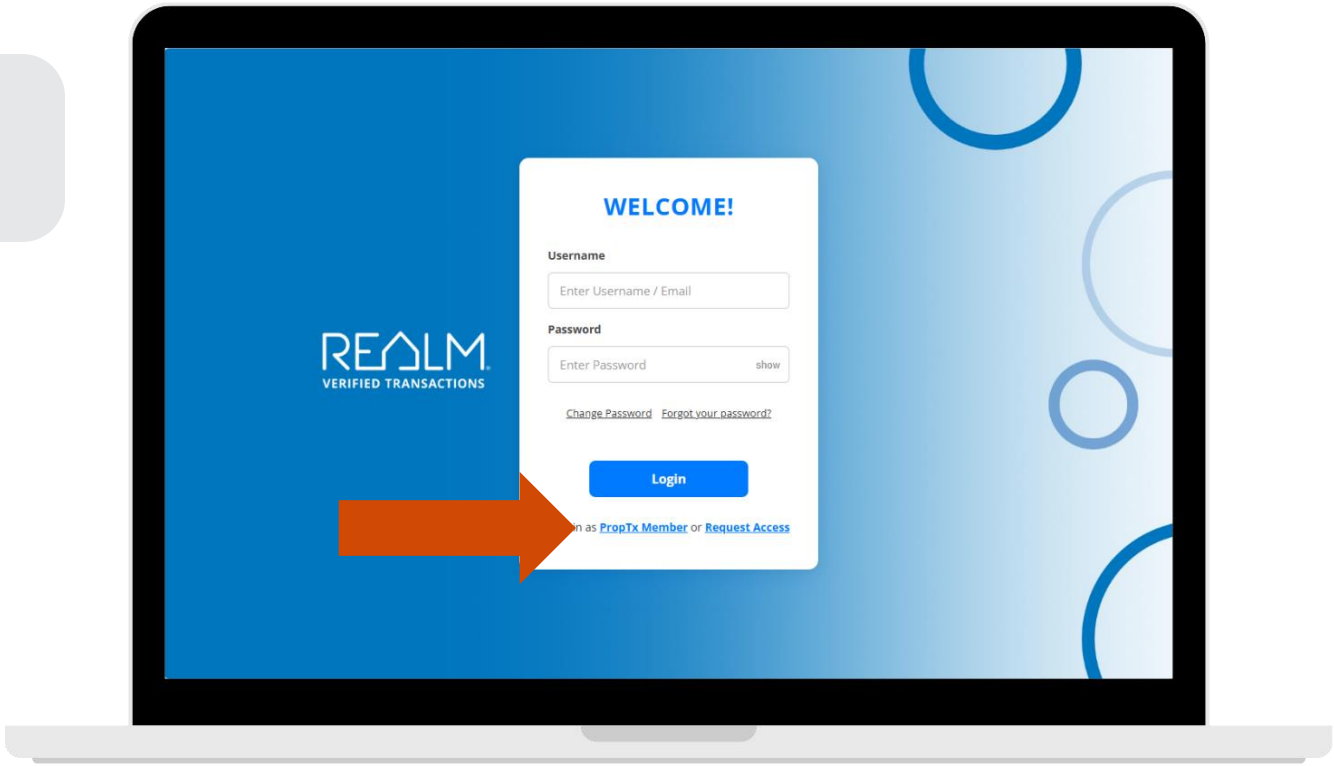




How to Login to REALM Verified Transactions

Desktop

2 Click on **PropTx Members**

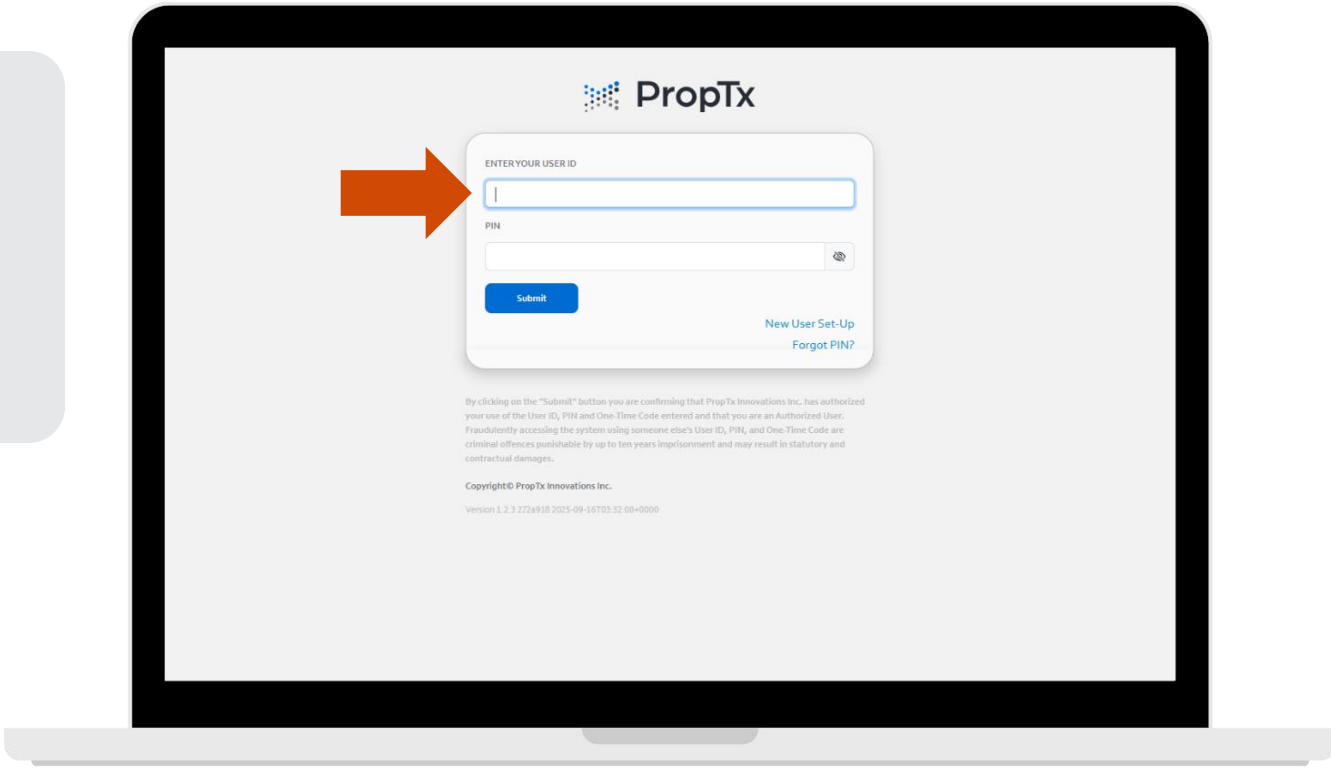


How to Login to REALM Verified Transactions

Desktop

3 Enter **Your User Id** and **PIN**

4 Click on **Submit**



Accessing REALM Verified Transactions on your Mobile

REALM Verified Transactions has a mobile app and you can access most of the same features through this app as on your desktop. Here are the steps to download the app:

1 **Go to the APP Store/ Google Play or scan the QR code**

Download on the App Store

GET IT ON Google Play

2 **Search for REALM VT and install on your mobile**

REALM VT

3 **Select Sign in as a PropTx Member**



4 **Login using your User ID & PIN**

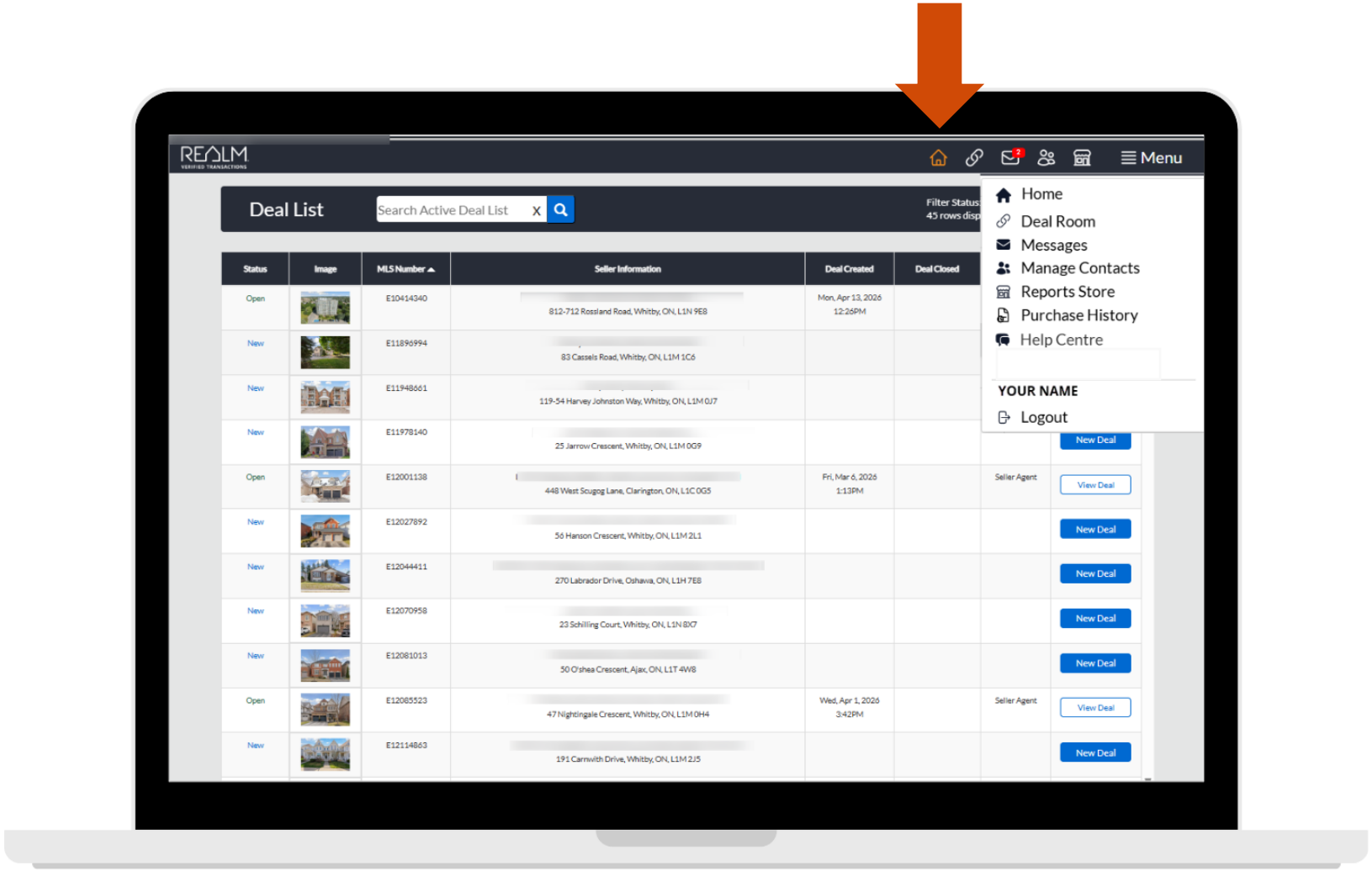


MENU OVERVIEW

REALM®
VERIFIED TRANSACTIONS

REALM Verified Transaction Menu

- Home
- Deal Room
- Messages
- Contacts
- Reports Store
- Menu
- Purchase History
- Help Centre



HOME

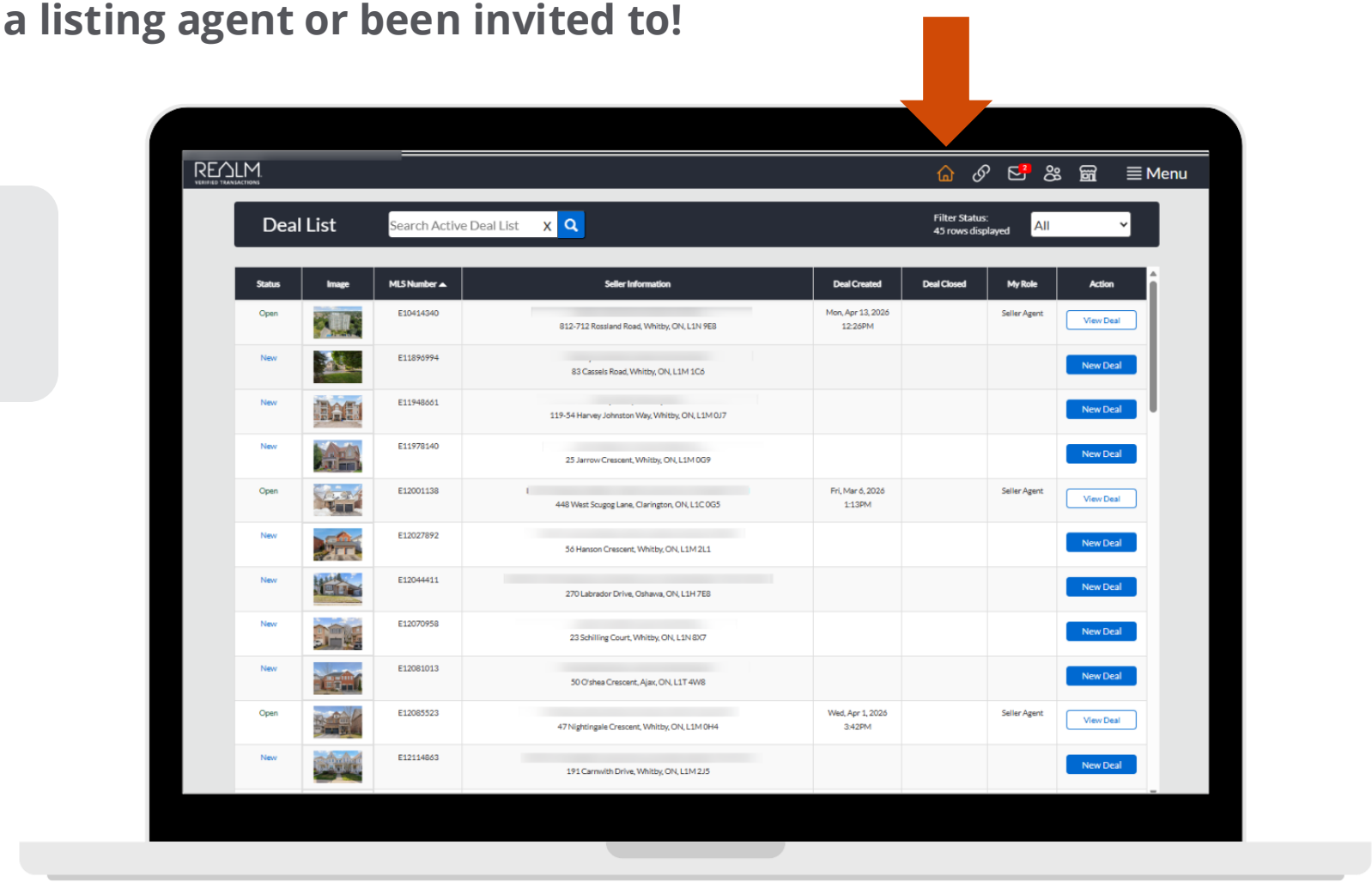
REALM®
VERIFIED TRANSACTIONS

REALM Verified Transaction Menu

Find the deals that you've sold as a listing agent or been invited to!

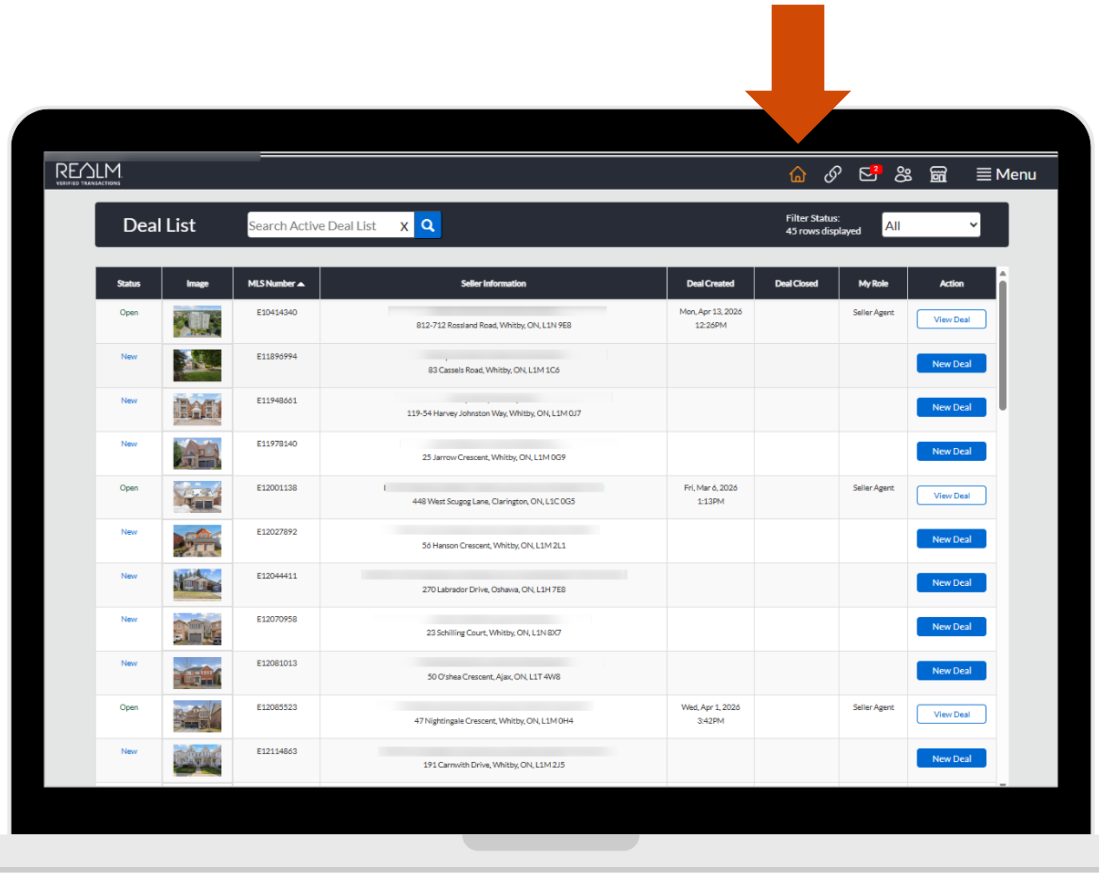
Home

A list of MLS Listings and associated deals



Home: Your MLS Listings & Associated Deals

- **Status:** Deals can have four different statuses (New, Open, Closed, Abandoned).
- **Image:** First image in the listing.
- **MLS Number:** Unique identification number assigned to the listing.
- **Seller Information:** Seller's name(s) and address of the property.
- **Deal Created:** The date in which the Deal Room was initiated (no relation to the MLS Listing creation date).
- **Deal Closed:** The date in which the Deal Room was finalized and closed.
- **My Role:** The role you play in this particular transaction.
- **Action:** Select New Deal to create a deal room or View Deal to review the details of the deal room.



Home: Your MLS Listings & Associated Deals

You can find your records using

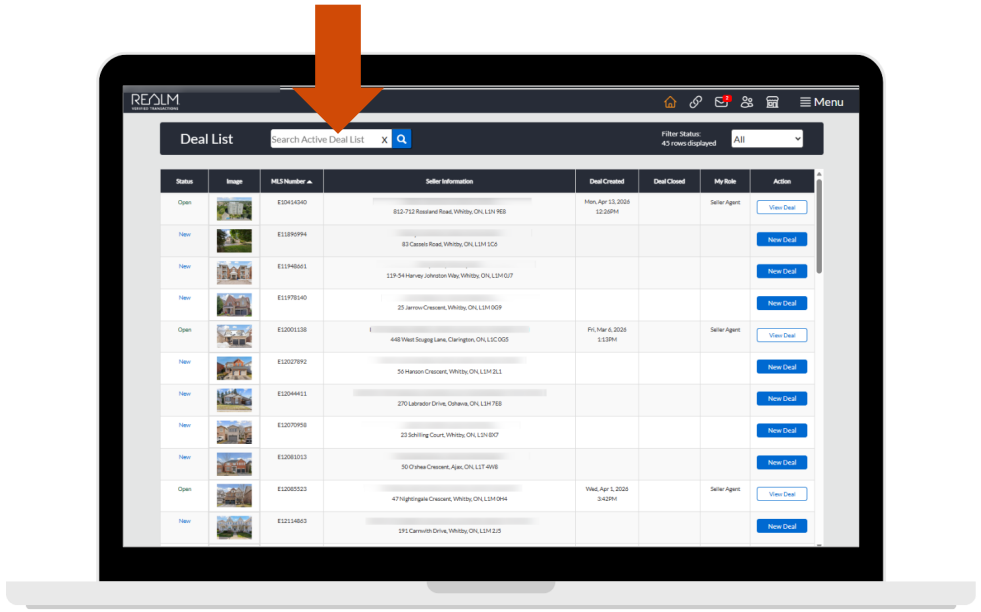
Search Active Deal List

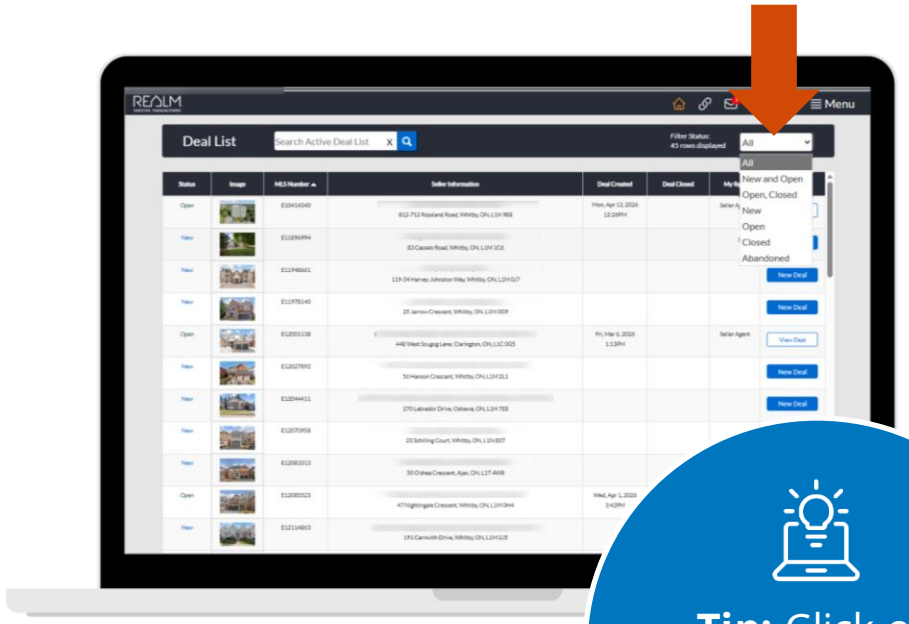
Enter the MLS #, Address or Sellers name to find the deal room.

OR

Filter Status

Select the deal status from the drop down to find deals with that status.





Tip: Click on the column header to sort

CREATE DEAL ROOM

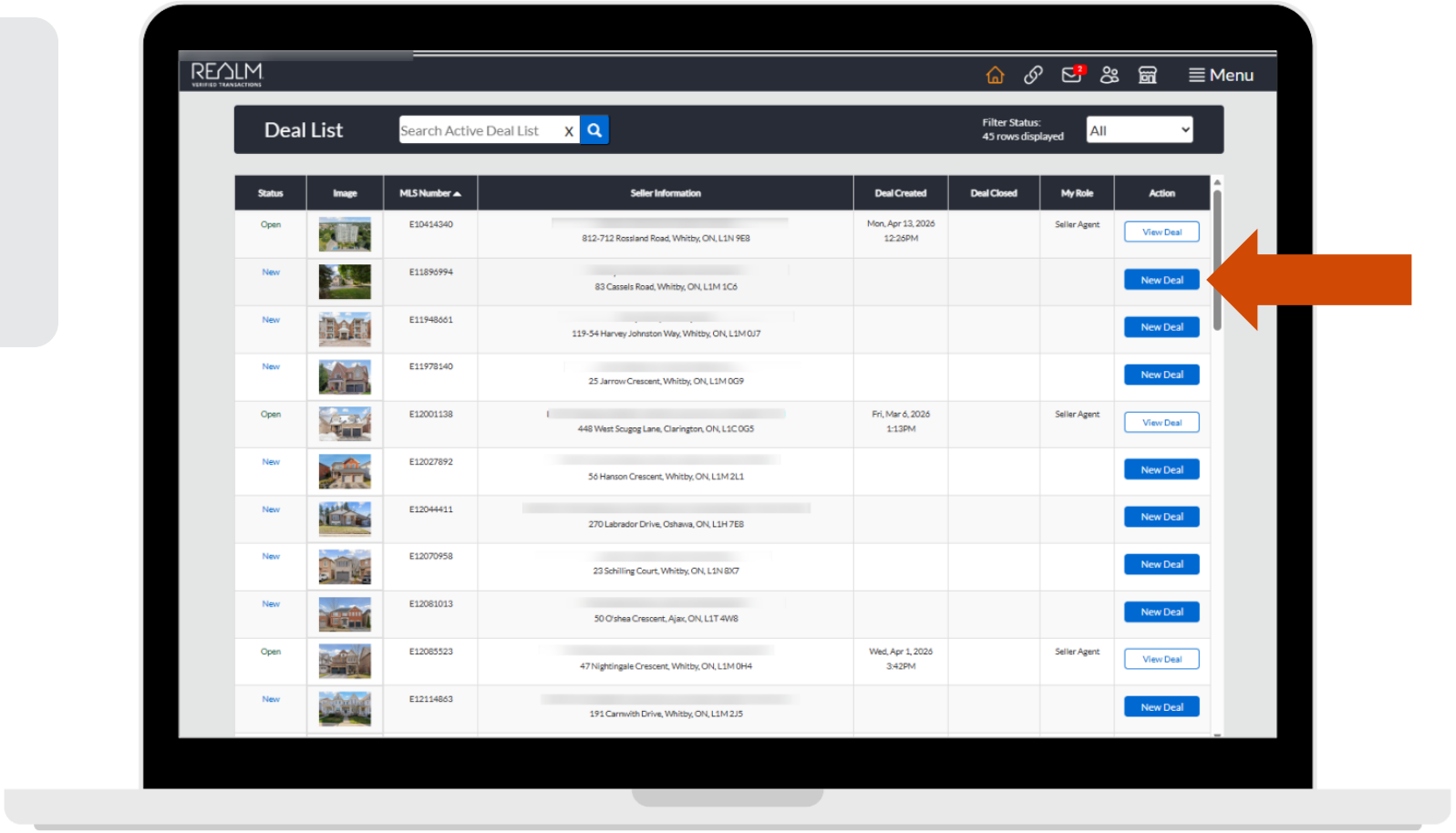
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Create Deal Room

A new deal room can be created by the listing Agent/Broker or Broker of Records Manager from the brokerage that the property is listed

To create a New Deal Room:

Click on **New Deal** for the property of interest from the Home menu.

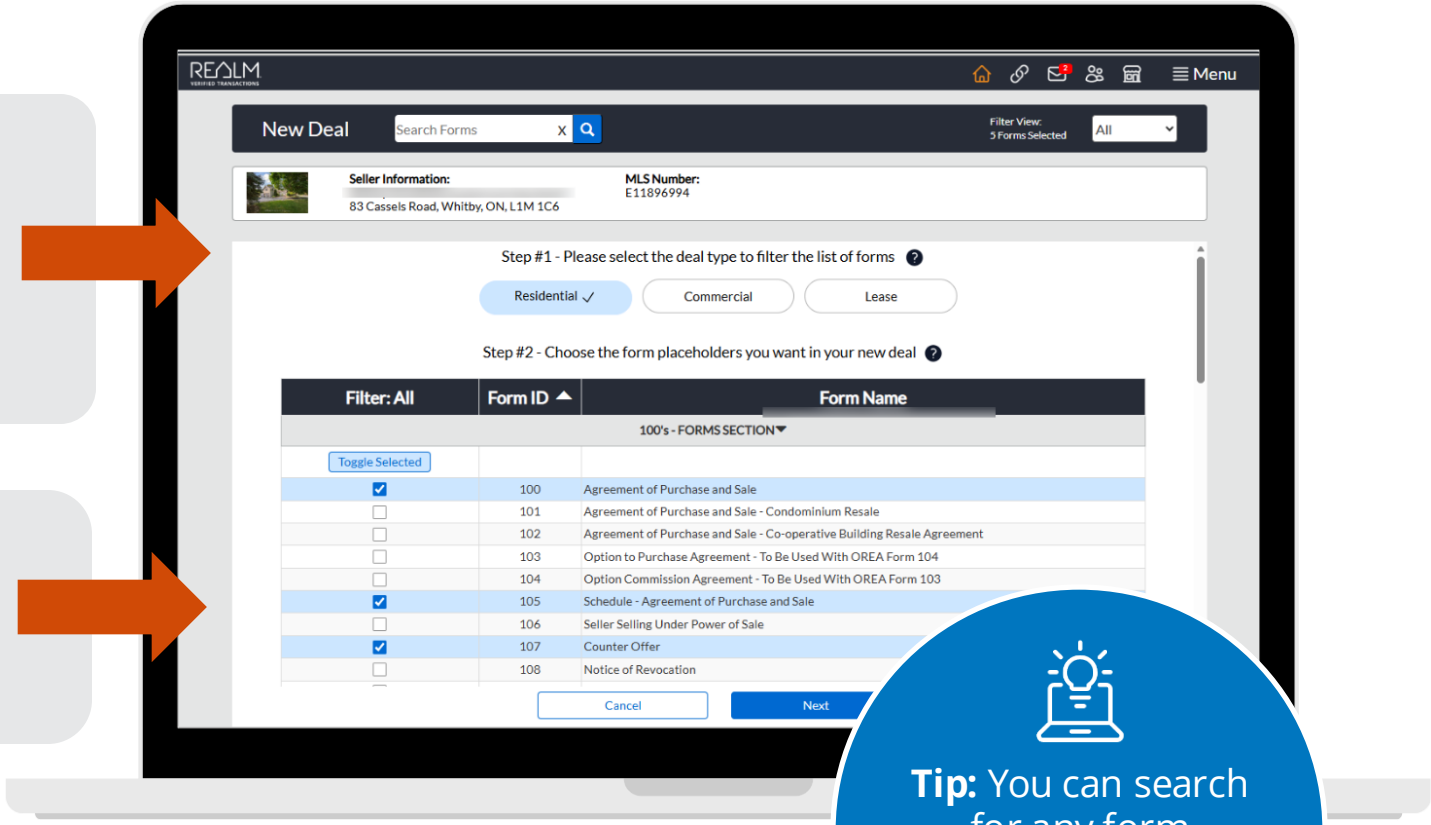


Deal Room: Choose the form placeholders

These are the forms you would like to include and collaborate in on your deal

Select the deal type (**Residential, Commercial or Lease**) to filter the list of required OREA forms.

Choose the form placeholders you want with a check-mark.

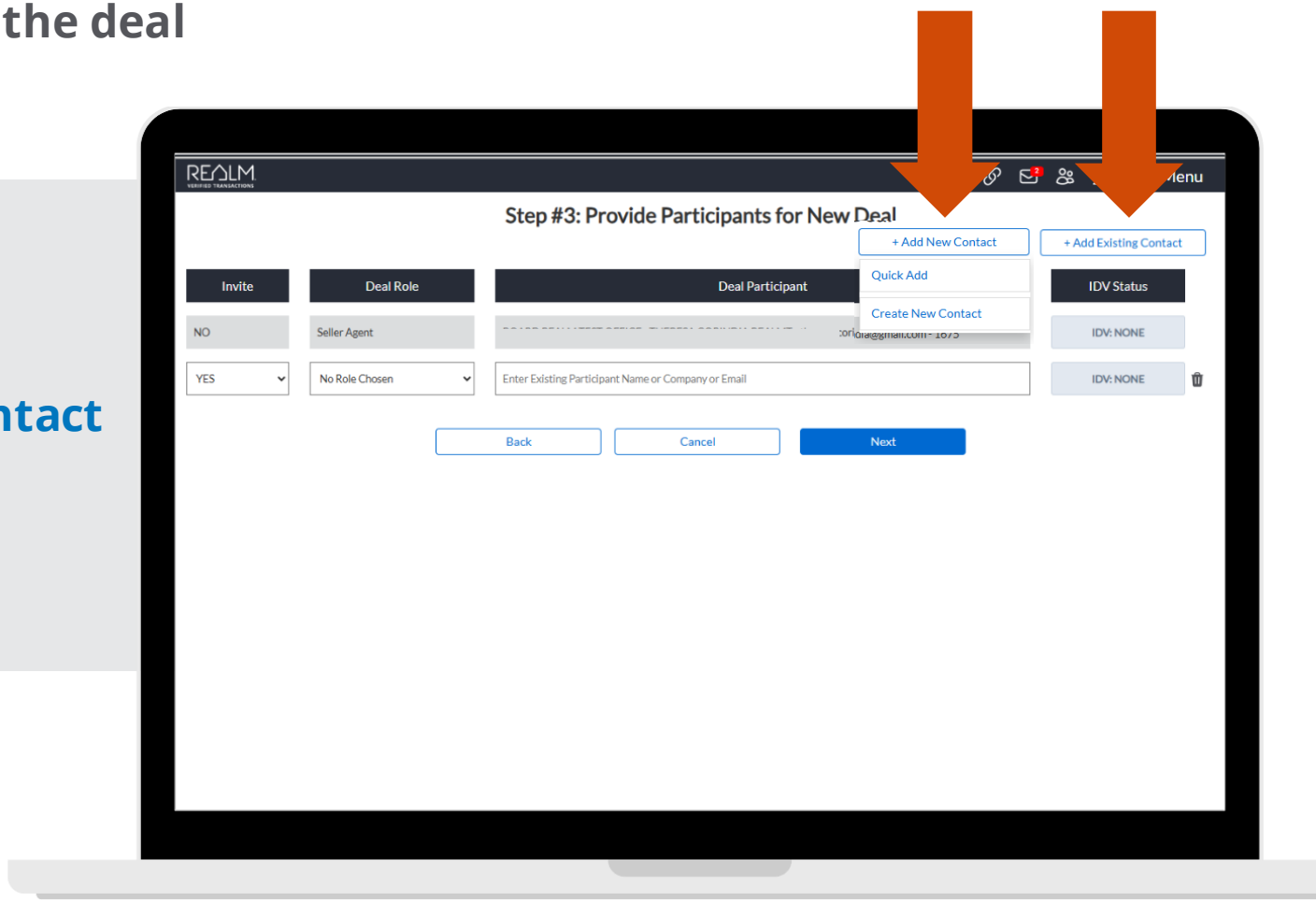


Tip: You can search for any form number or name using the search bar.

Deal Room: Invite Participants

There are 3 ways to add the participants to the deal

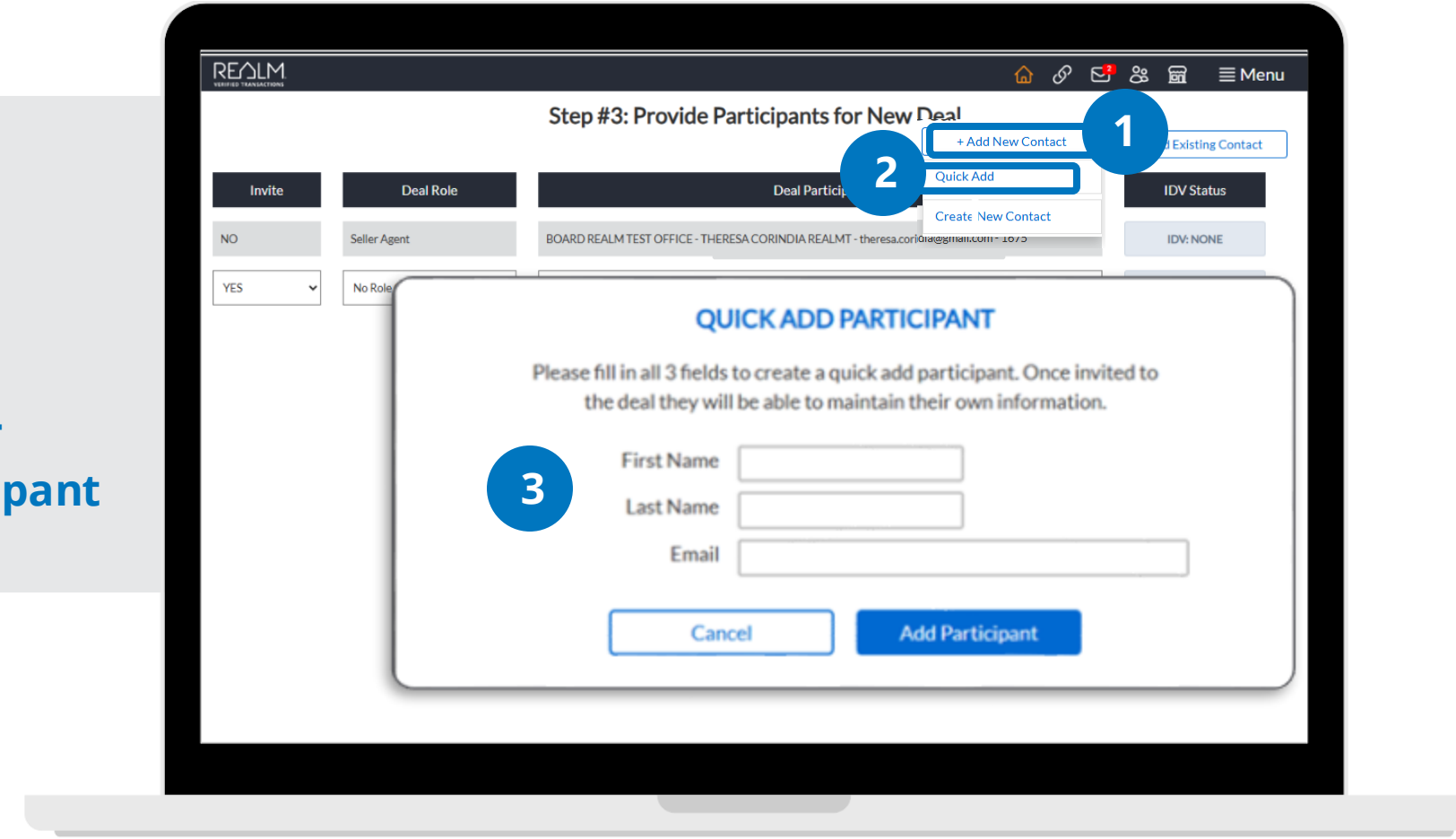
1. **+Add New Contact > Quick Add**
2. **+Add New Contact > Create New Contact**
3. **+Add Existing Contact**



Deal Room: Invite Participants

Add New Contact > Quick Add

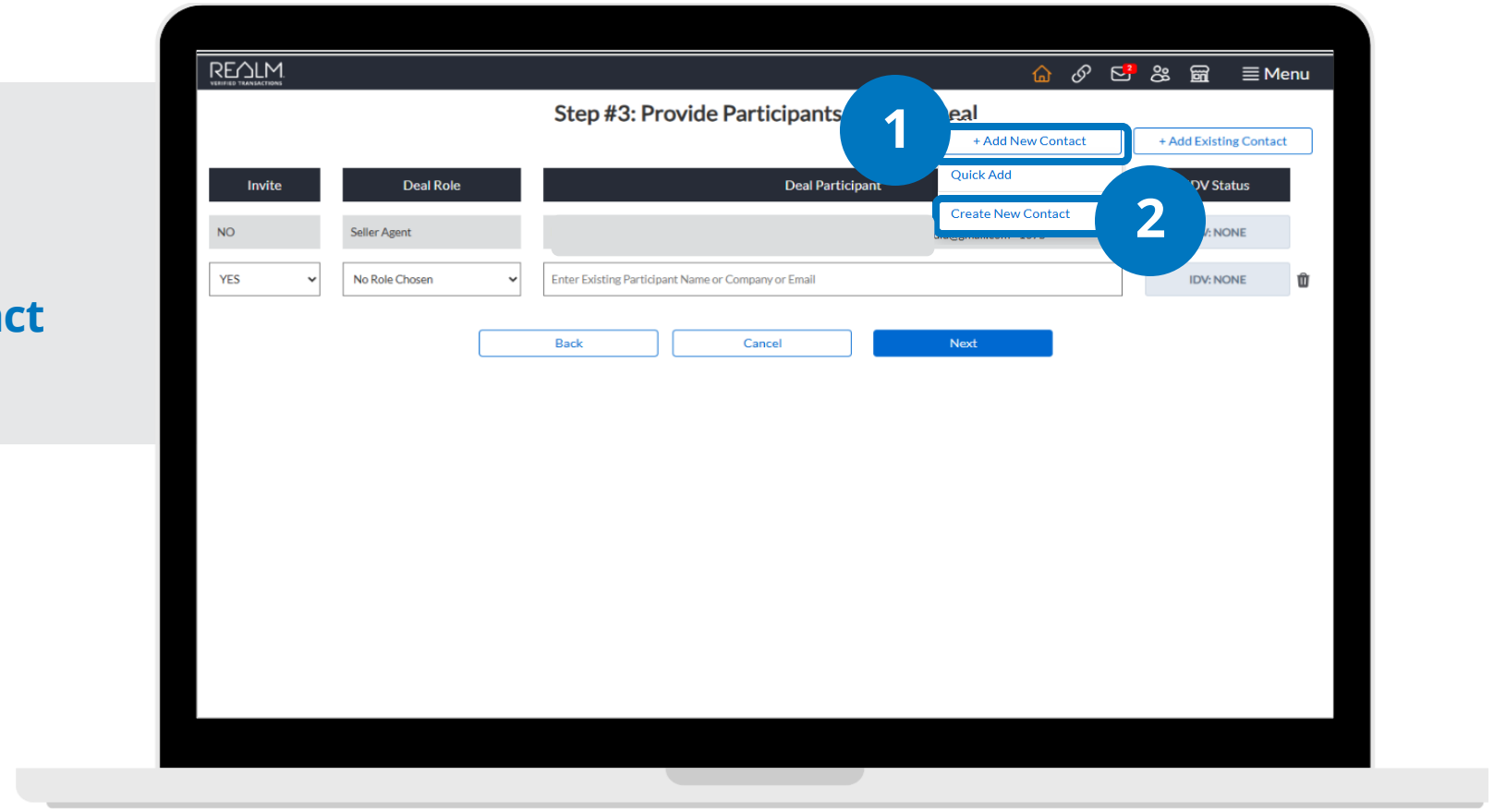
1. Click **+Add New Contact**
2. Select **Quick Add**
3. Complete the **QUICK ADD PARTICIPANT** form and click **Add Participant**



Deal Room: Invite Participants

Add New Contact > Create New Contact

1. Click **+Add New Contact**
2. Select **Create New Contact**

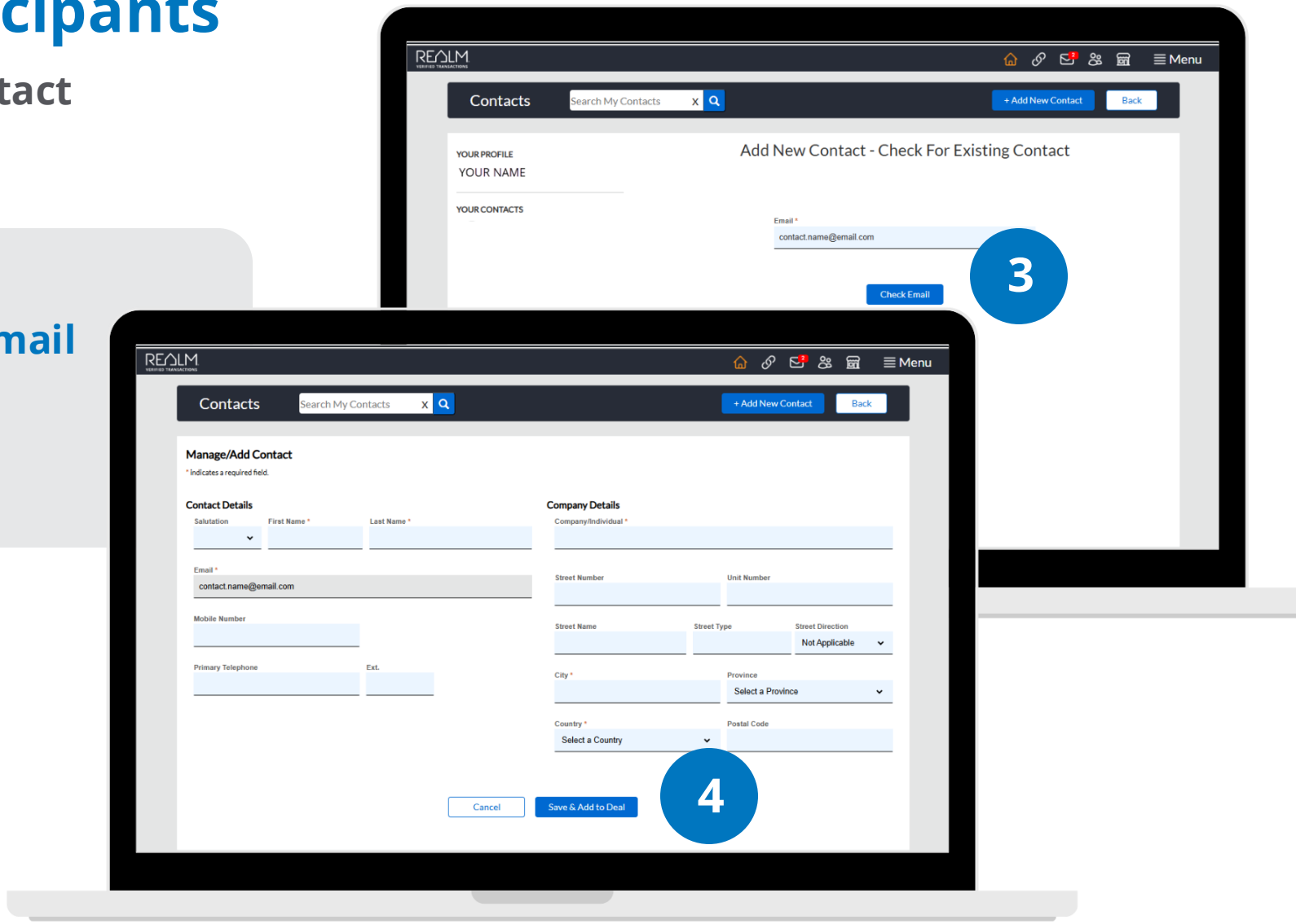


Deal Room: Invite Participants

Add New Contact > Create New Contact

3 Enter email and click **Check Email**

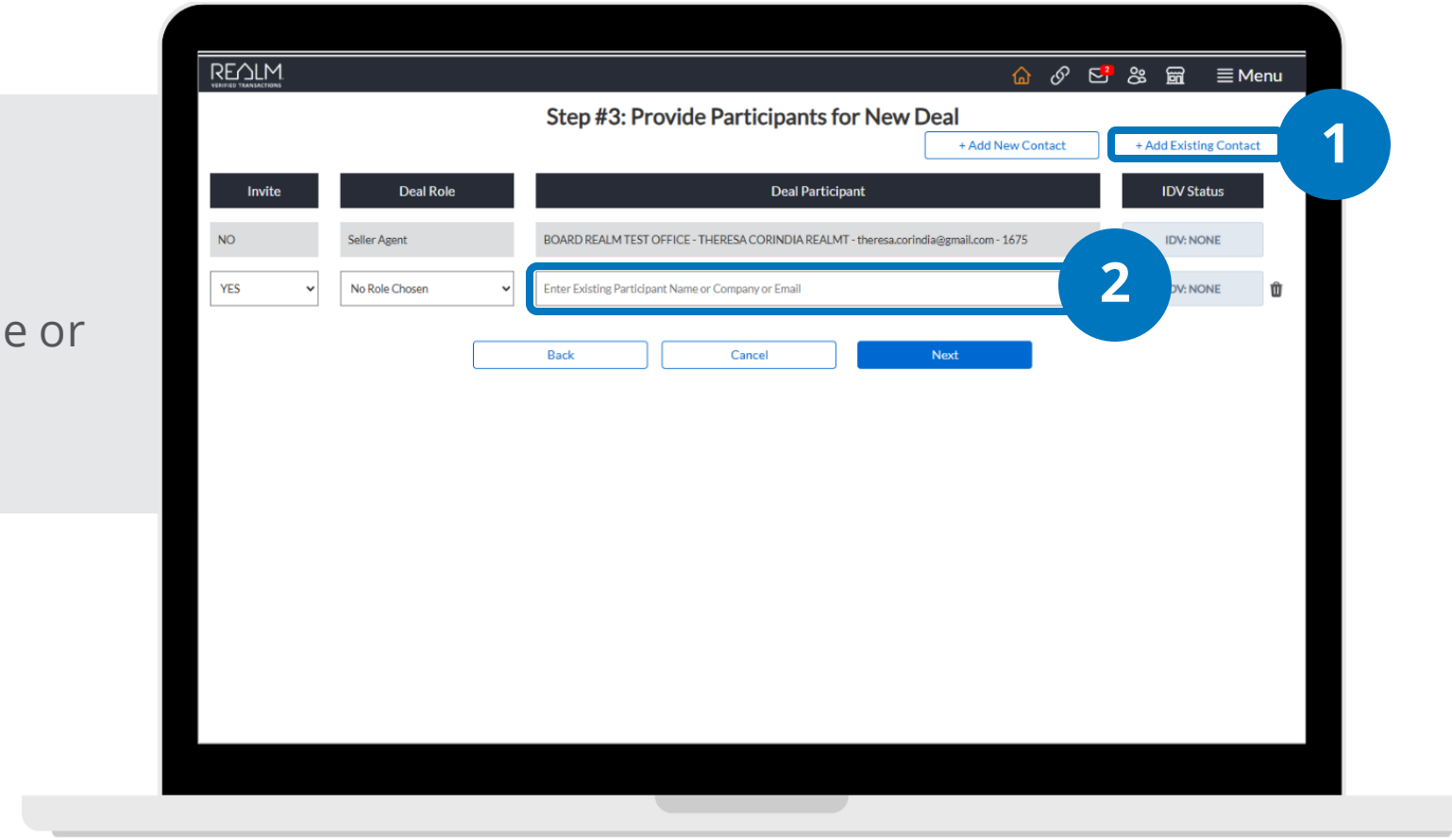
4 Click **Save and Add to Deal**



Deal Room: Invite Participants

Add Existing Contact

1. Click **+Add New Contact**
2. Enter Existing Participant Name or Company or Email



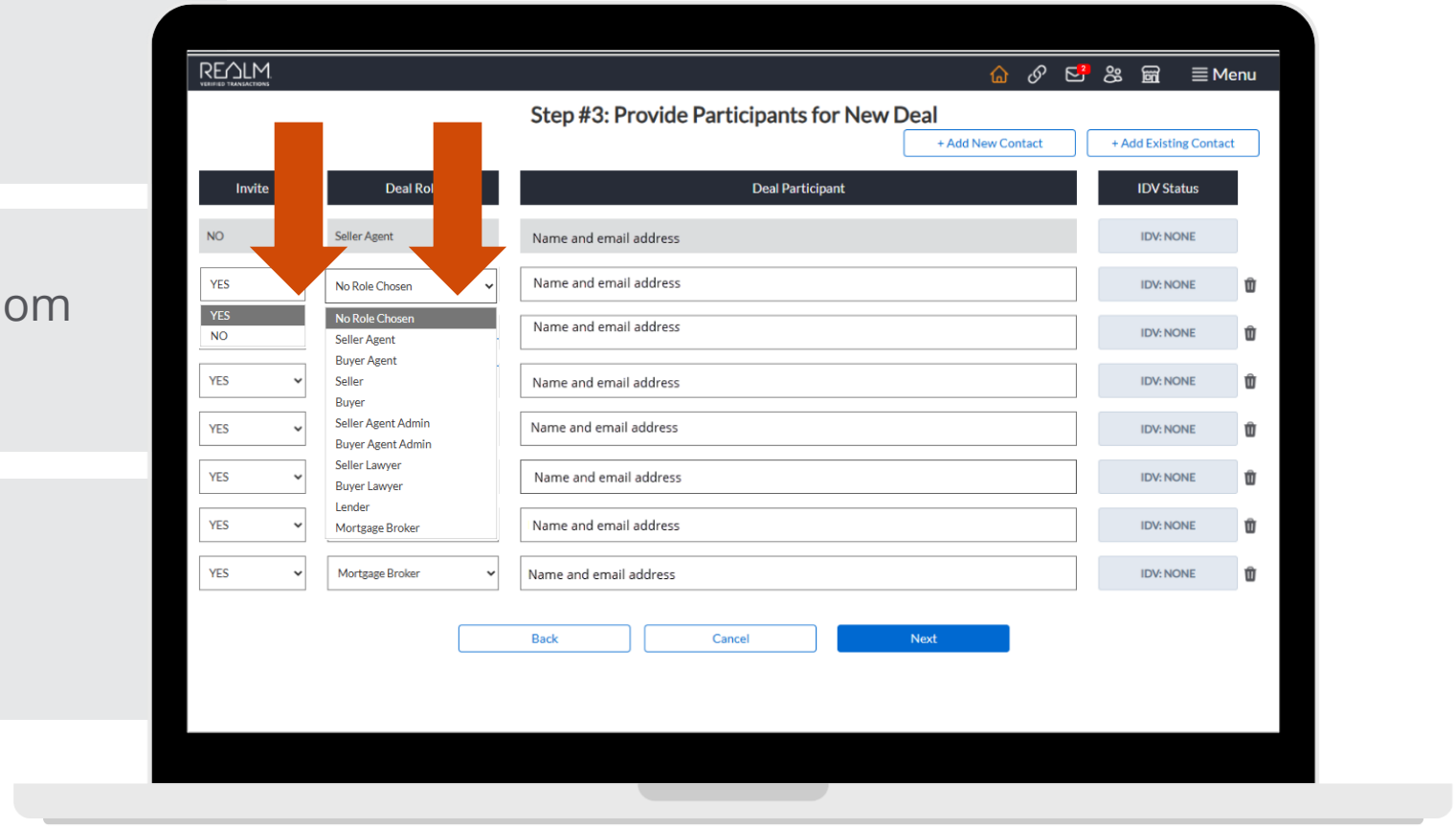
Deal Room: Invite Participants

Identify the Deal Role for each deal participant & Invite

Select the **Deal Role** each deal participant from the **drop-down**

To invite a participant to the Deal Room select **Yes** from the **drop-down**

Click **Next** to continue

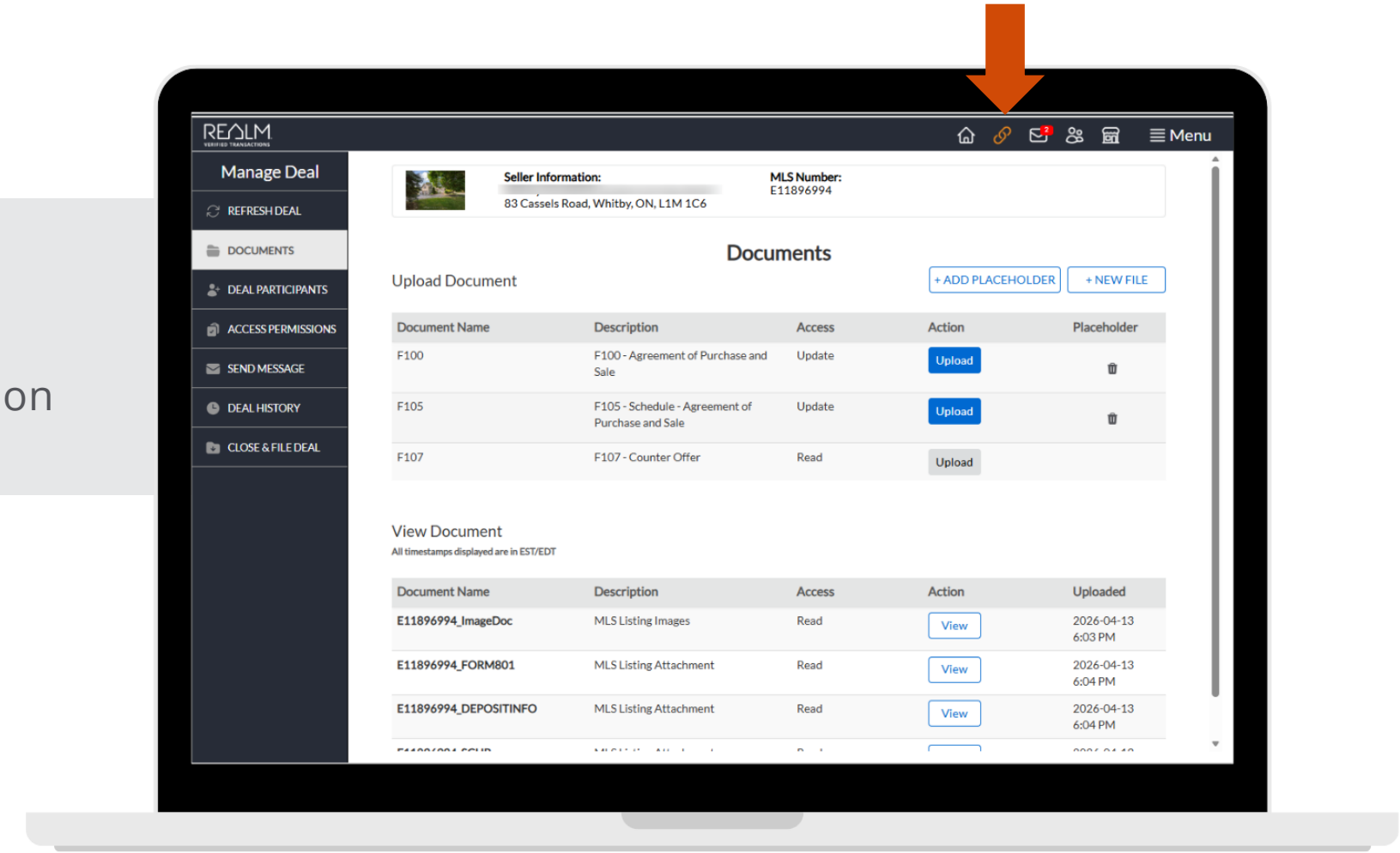


REALM Verified Transaction Menu

Enter Statement here

Deal Room

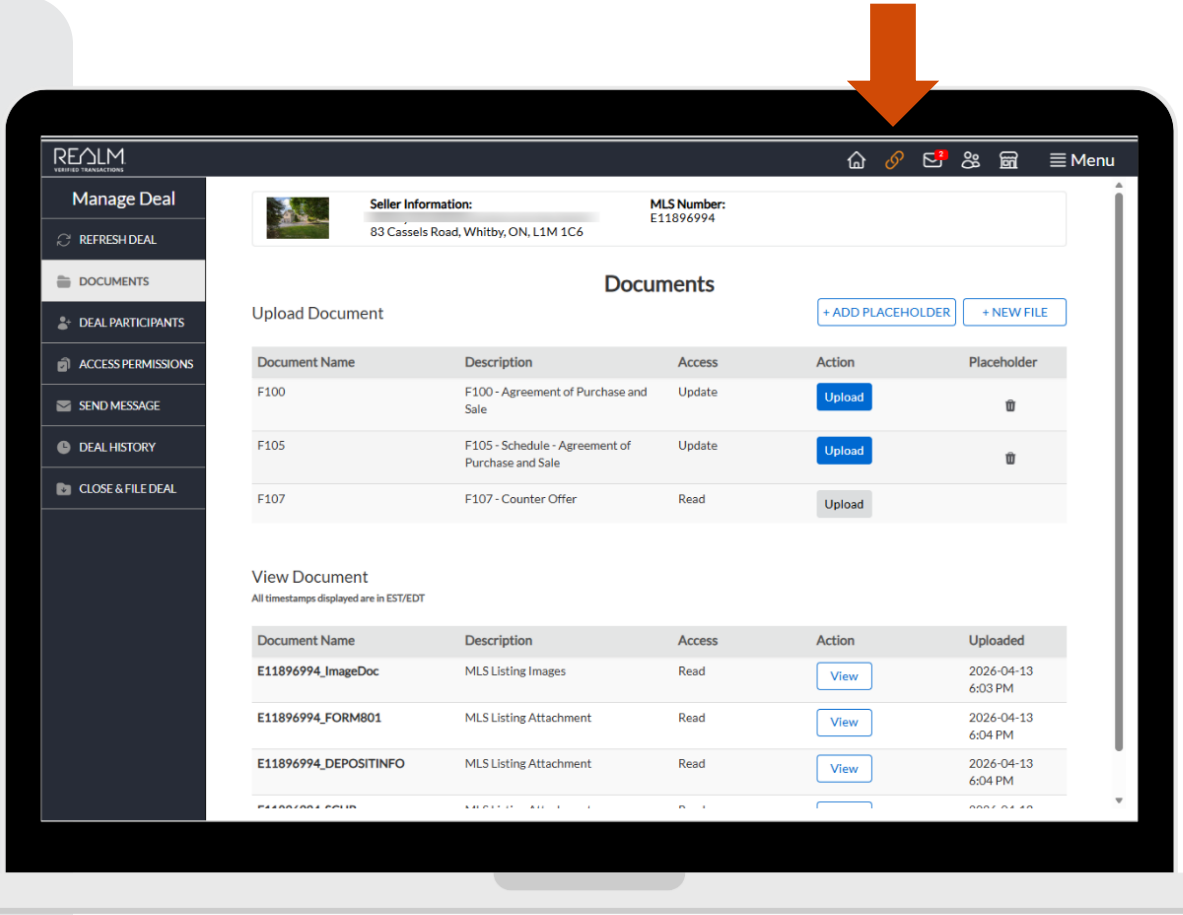
The main deal page
with documents
and full listing information



Deal Room: Overview

All documents, parties, and other details pertaining to the sale are found in the deal room.

- **Documents:** Upload or view all documents.
- **Deal Participants:** Invite an agent, seller, buyer, agent admin, lawyer, lender or mortgage broker to participate in the deal.
- **Access Permissions:** Adjust document permissions and notifications by participant.
- **Send Message:** Send a message to a deal participant (desktop only).
- **Deal History:** An immutable record of every action taken by both system and individuals that are participating in the Deal Room
- **Close & File Deal:** Once all the deal participants have submitted their documents and agreed that all the information has been completed, the deal can be closed.



DOCUMENTS

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Documents

Upload or view all documents

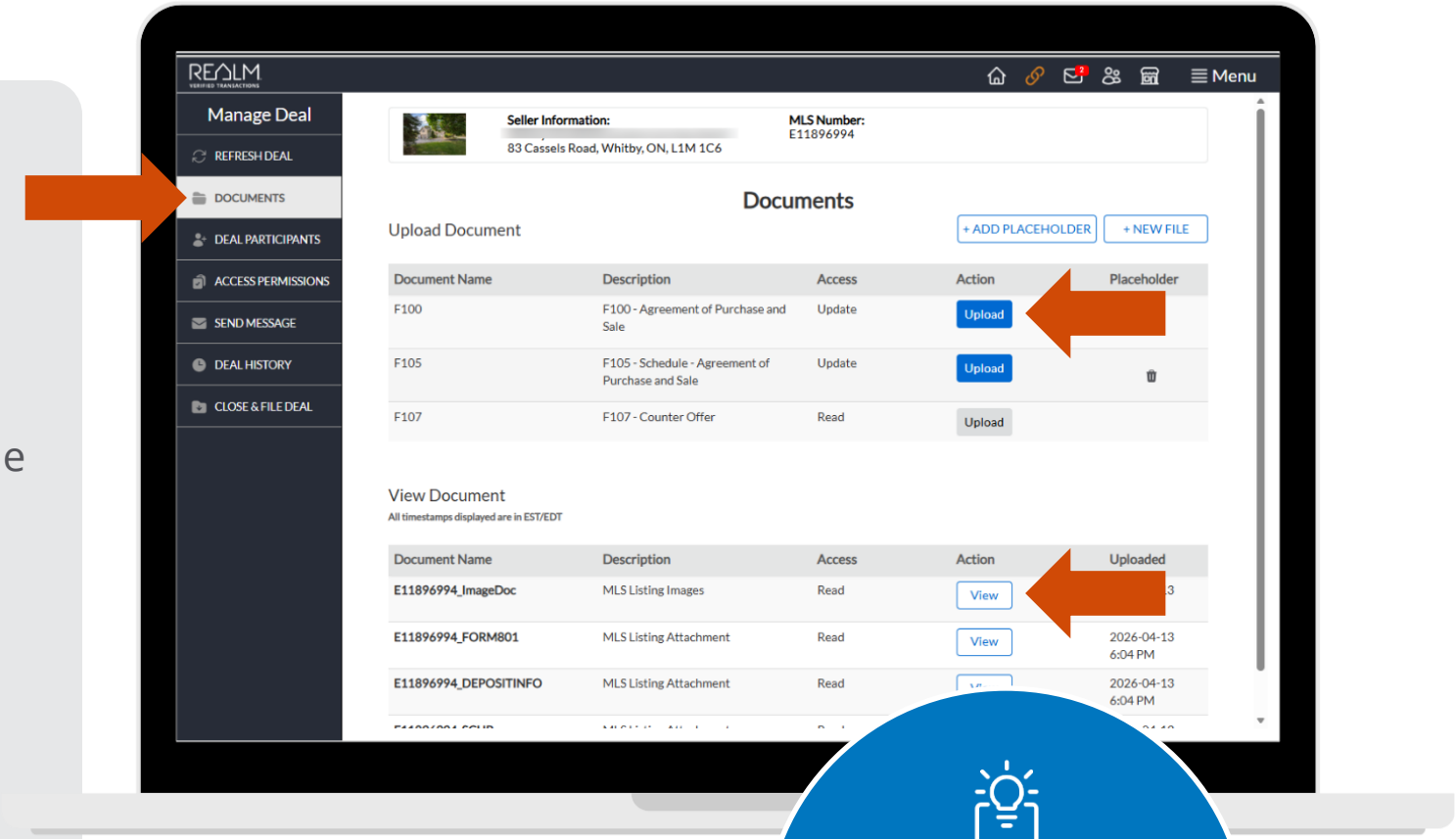
+ ADD PLACEHOLDER — Add a new form placeholder

+ NEW FILE — Import a new document

Upload — Import a document into the placeholder

View — Open the document to review

Resubmit — Import a new version of the document (not shown here)



Tip: All versions of forms will be available for review in the deal room

Documents

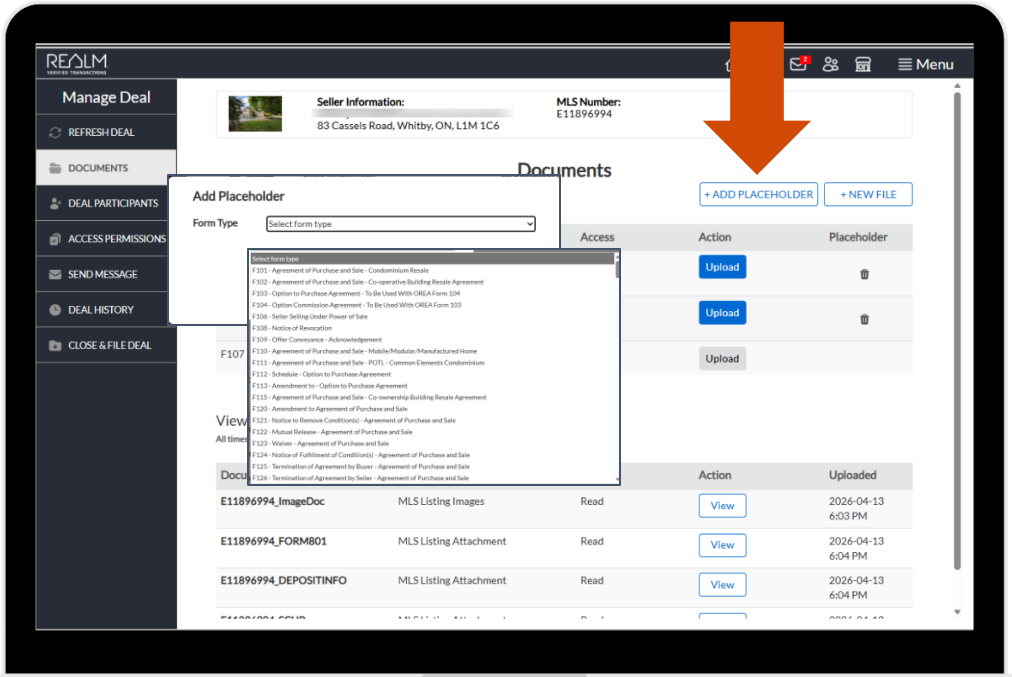
+ ADD PLACEHOLDER

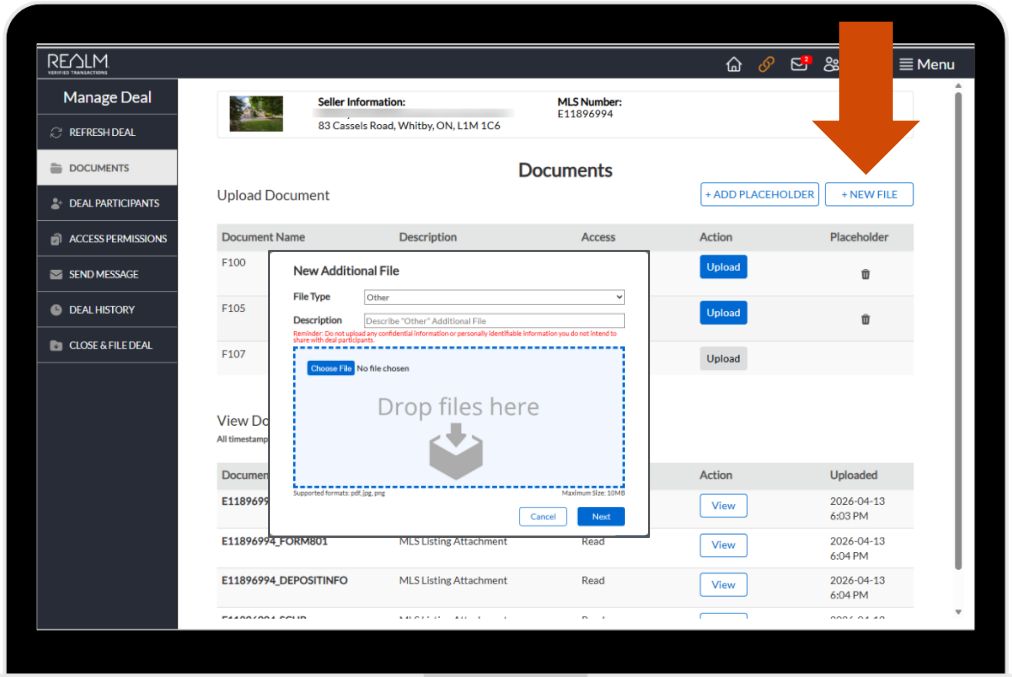
To add more placeholders to the deal room

OR

+ NEW FILE

To add a new additional file to the deal room





DEAL PARTICIPANTS

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Deal Participants:

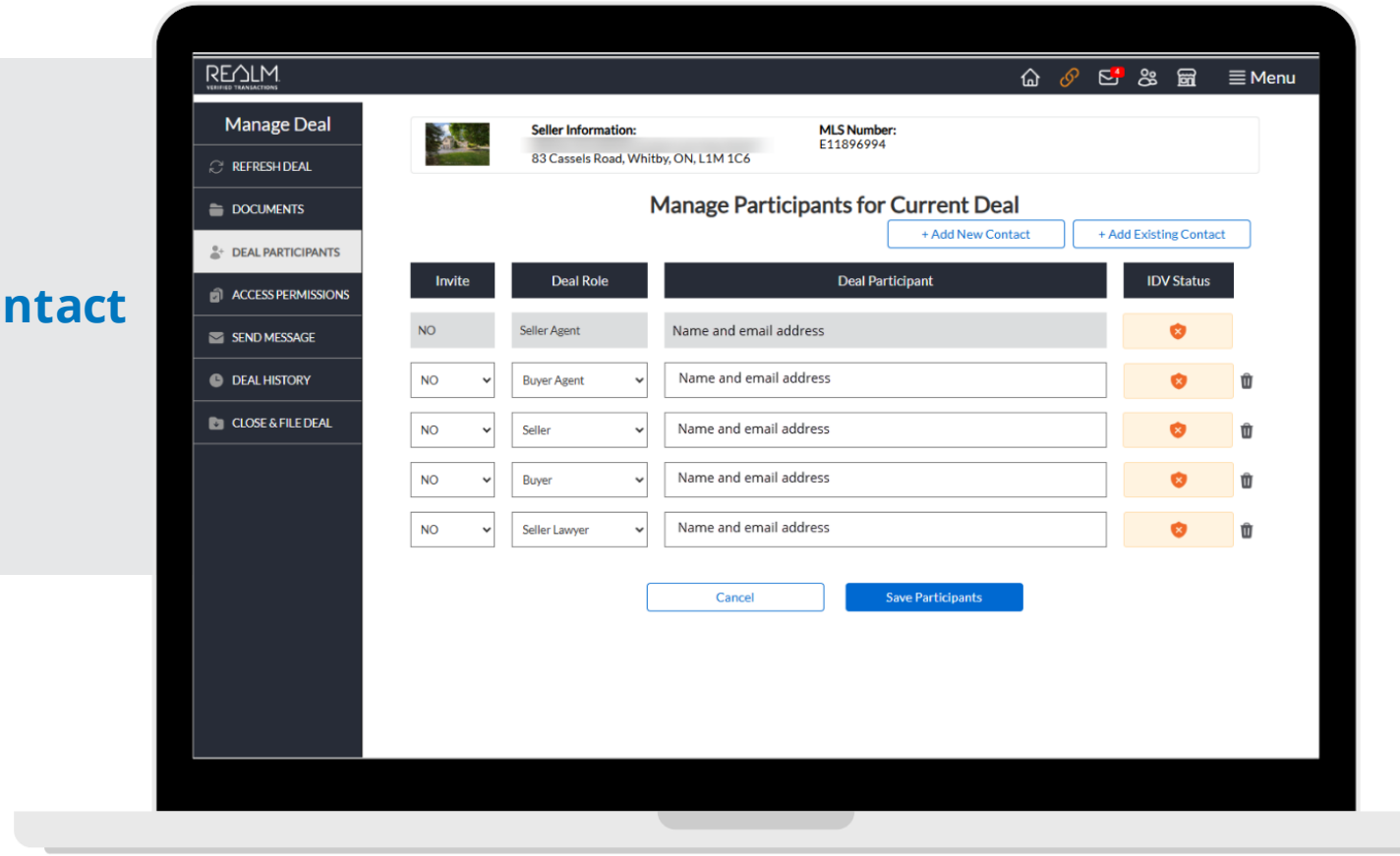


Deal Participants

There are 3 ways to add the participants to the deal

1. **+Add New Contact > Quick Add**
2. **+Add New Contact > Create New Contact**
3. **+Add Existing Contact**

Tip: The steps to add participants are similar to adding participants to a deal room.



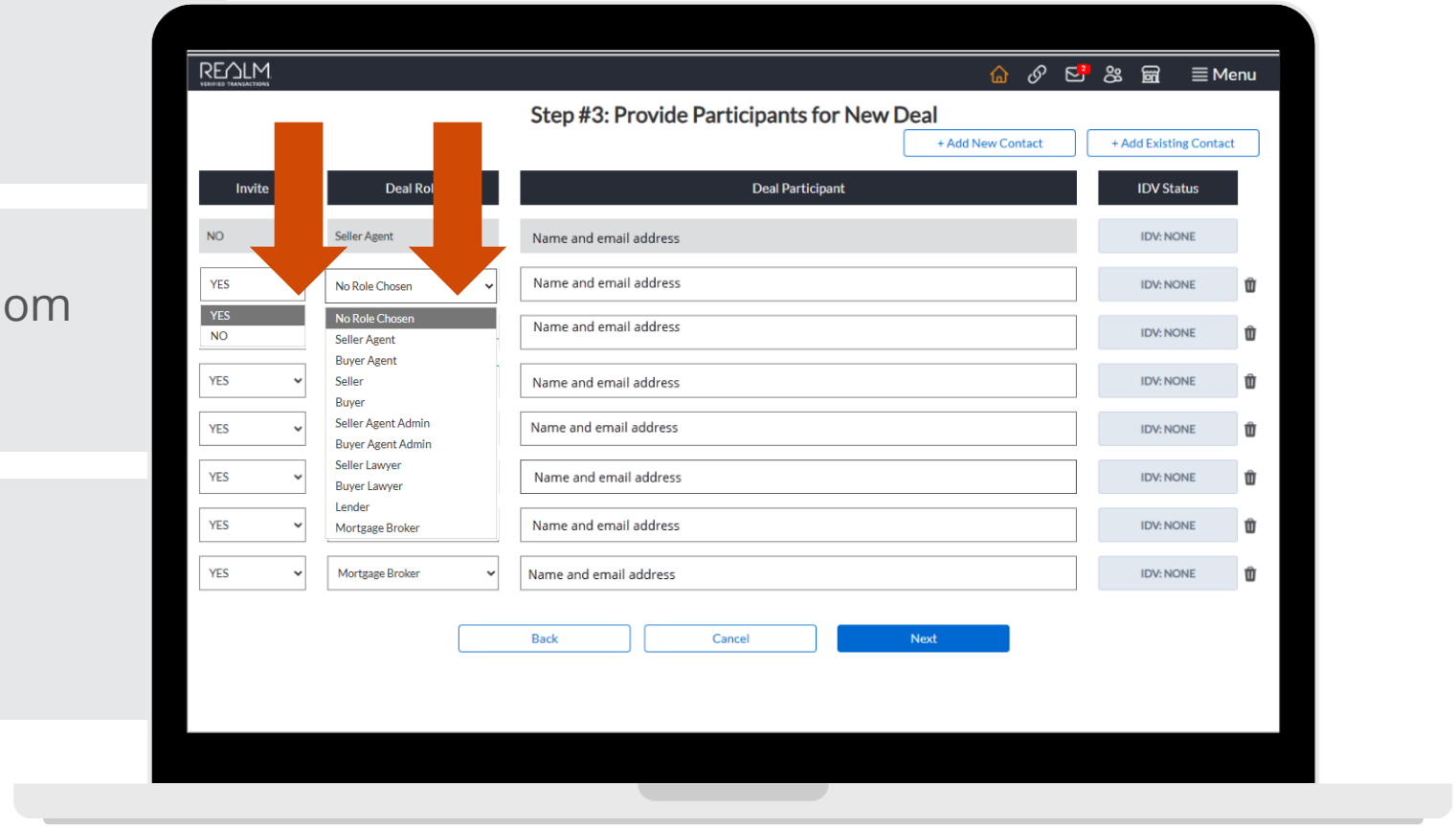
Deal Room: Invite Participants

Identify the Deal Role for each deal participant & Invite

Select the **Deal Role** each deal participant from the **drop-down**

To invite a participant to the Deal Room select **Yes** from the **drop-down**

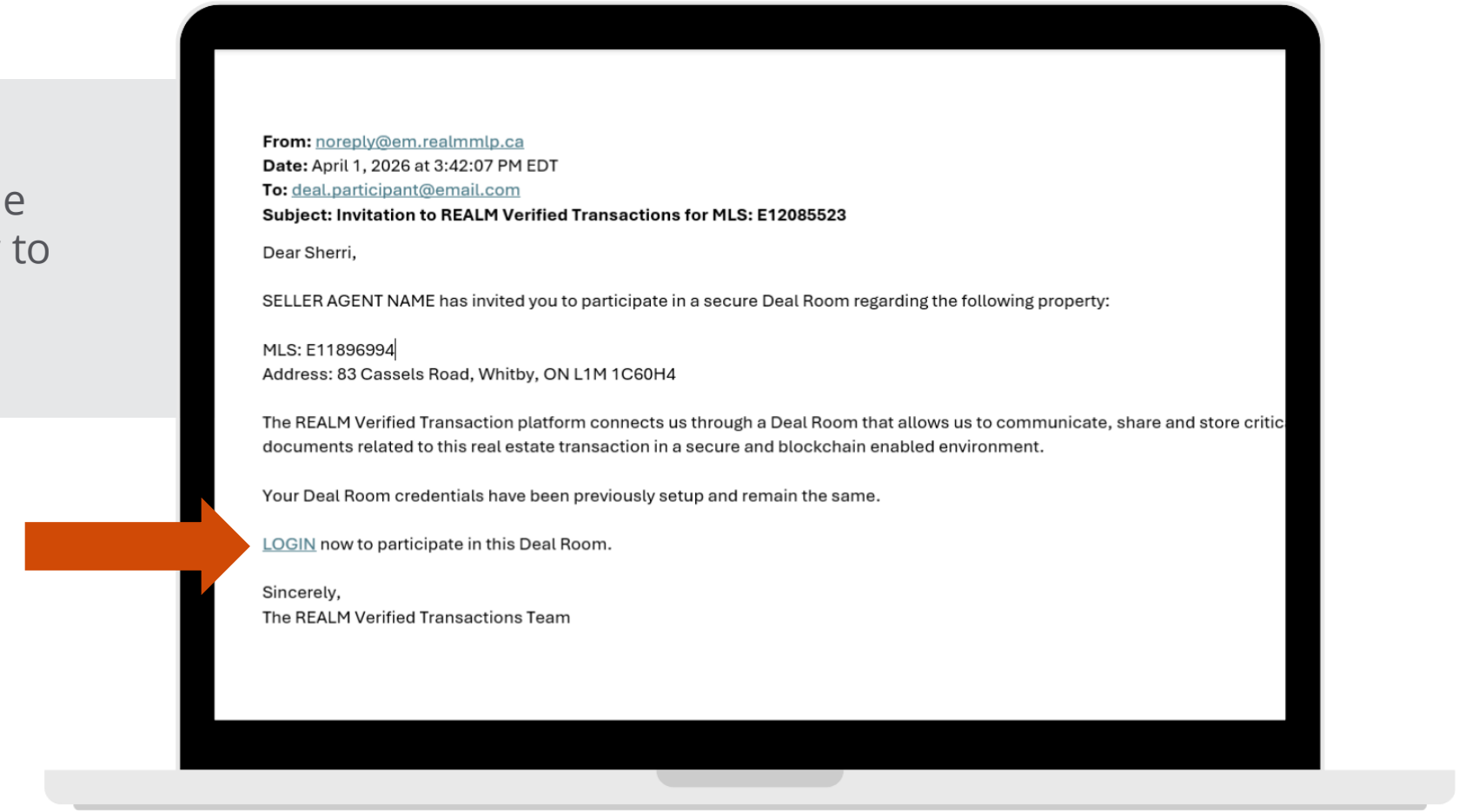
Click **Next** to continue



Deal Room: Invite Participants

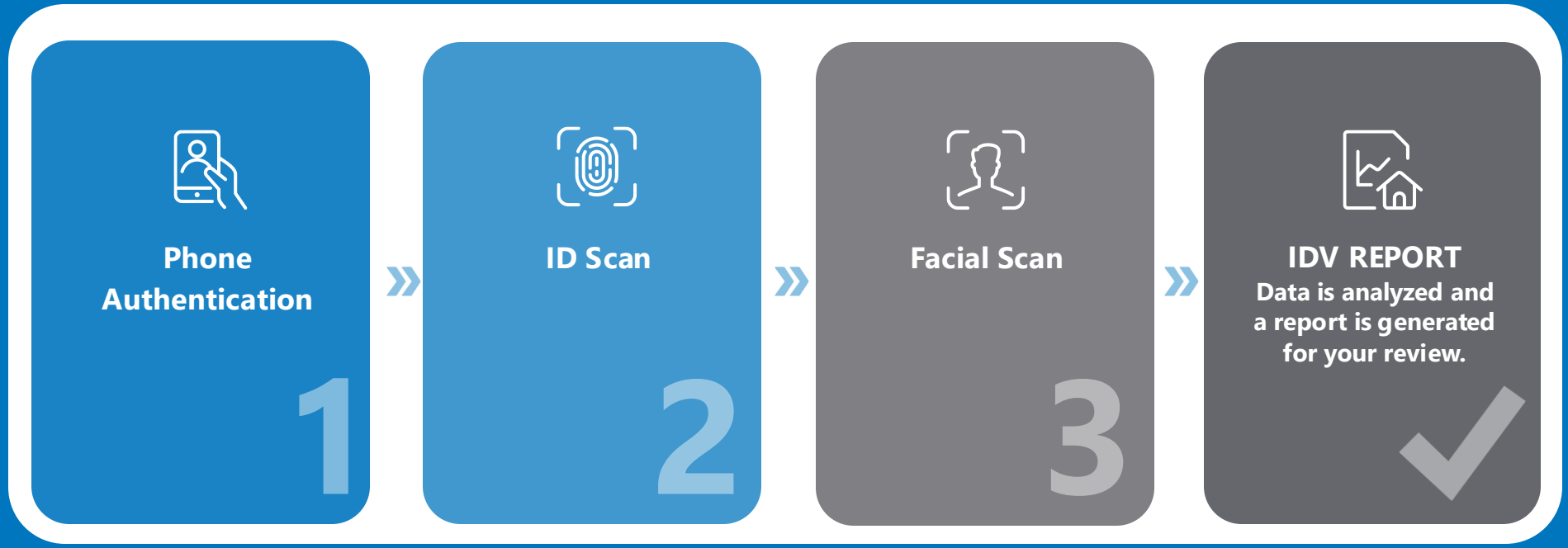
An email invitation will be sent to each participants

The participant can access the deal by selecting **LOGIN** now to continue to the deal room



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Identification Verification (IDV)



REALM
VERIFIED TRANSACTIONS

Identification Verification (IDV)



Beyond basic ID checks



Multi-Factor Verification



Confirms the real person

ACCESS PERMISSIONS

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VERIFIED TRANSACTIONS

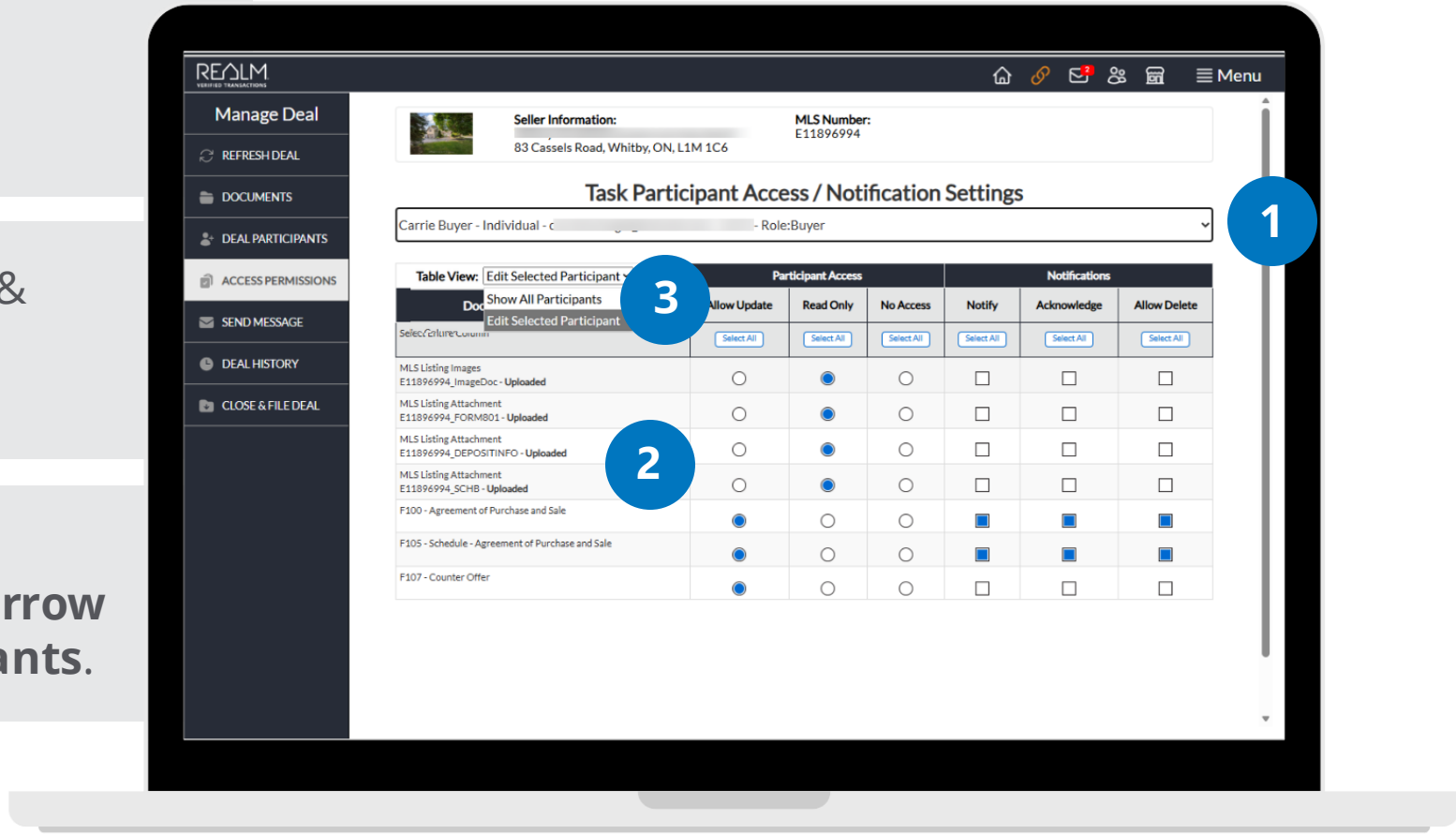
Access Permissions

Adjust Participant Access & Notifications settings by participant

1. Select the **Participant** from the **drop-down**

2. To update Participant Access & Notifications settings click the **bullet** to select

3. To review settings for all Participants, click the **down-arrow** and select **Show All Participants**.

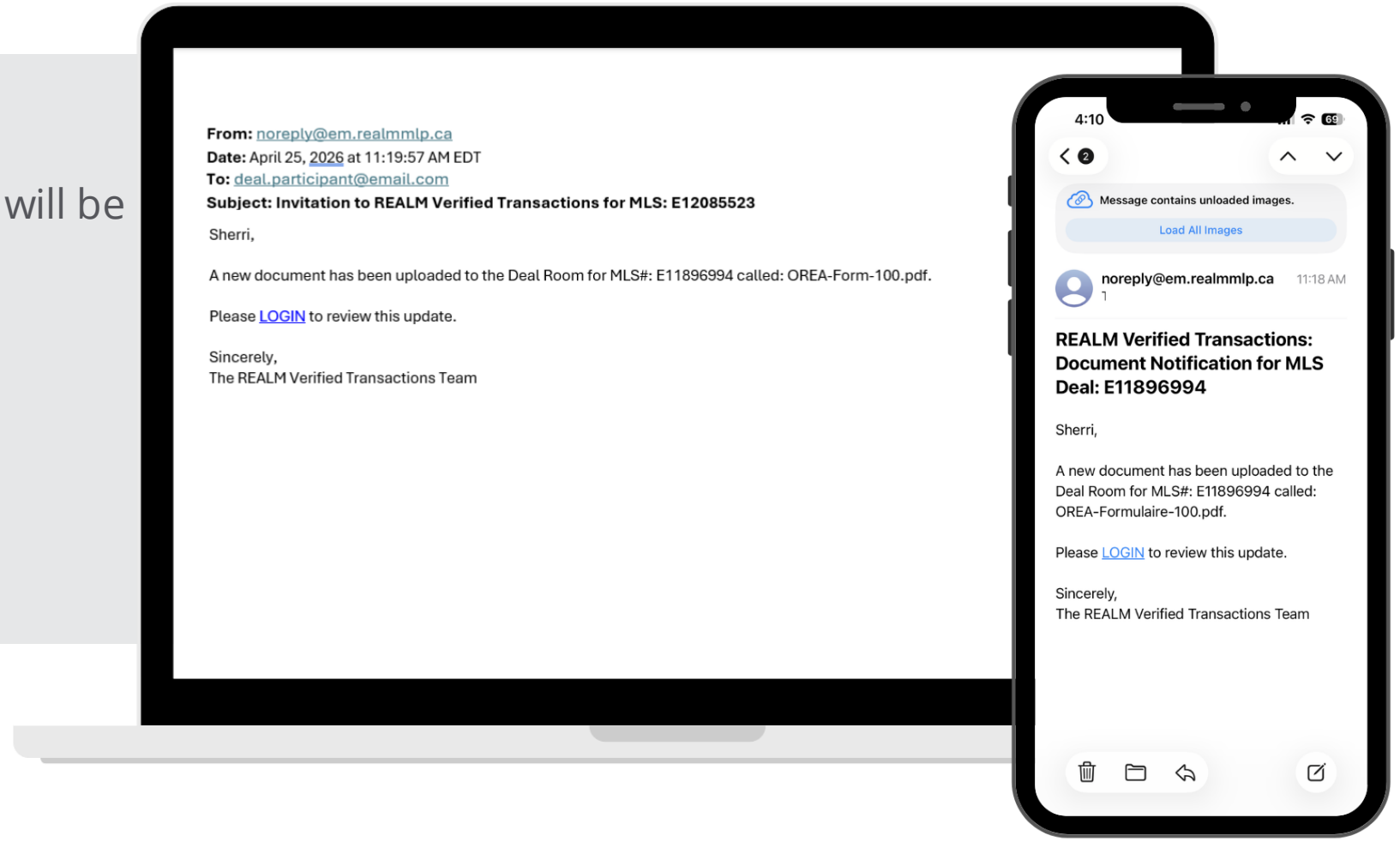


Notification Settings

Review all Deal Alerts and Notifications

If you choose Notify under Notifications then an email will be sent to the Participant

Notifications		
Notify	Acknowledge	Allow Delete
Select All	Select All	Select All
☐	☐	☐



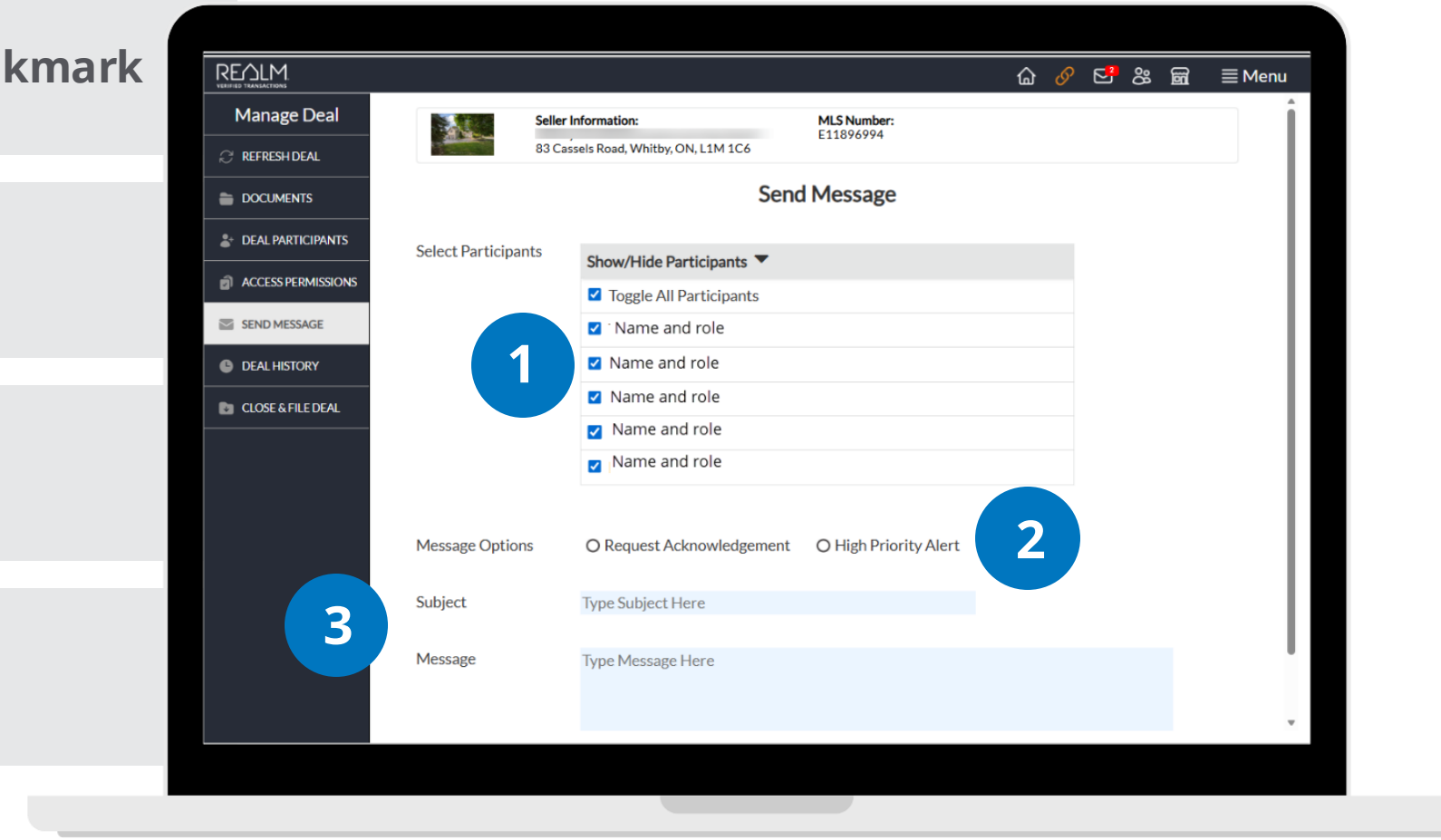
SEND MESSAGE

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Send Message

Send a message to a deal participant (desktop only)

1. Select Participants with a **checkmark**
2. Select Message options with a **checkmark**
3. Type Subject & Message
4. Select **Send Message**



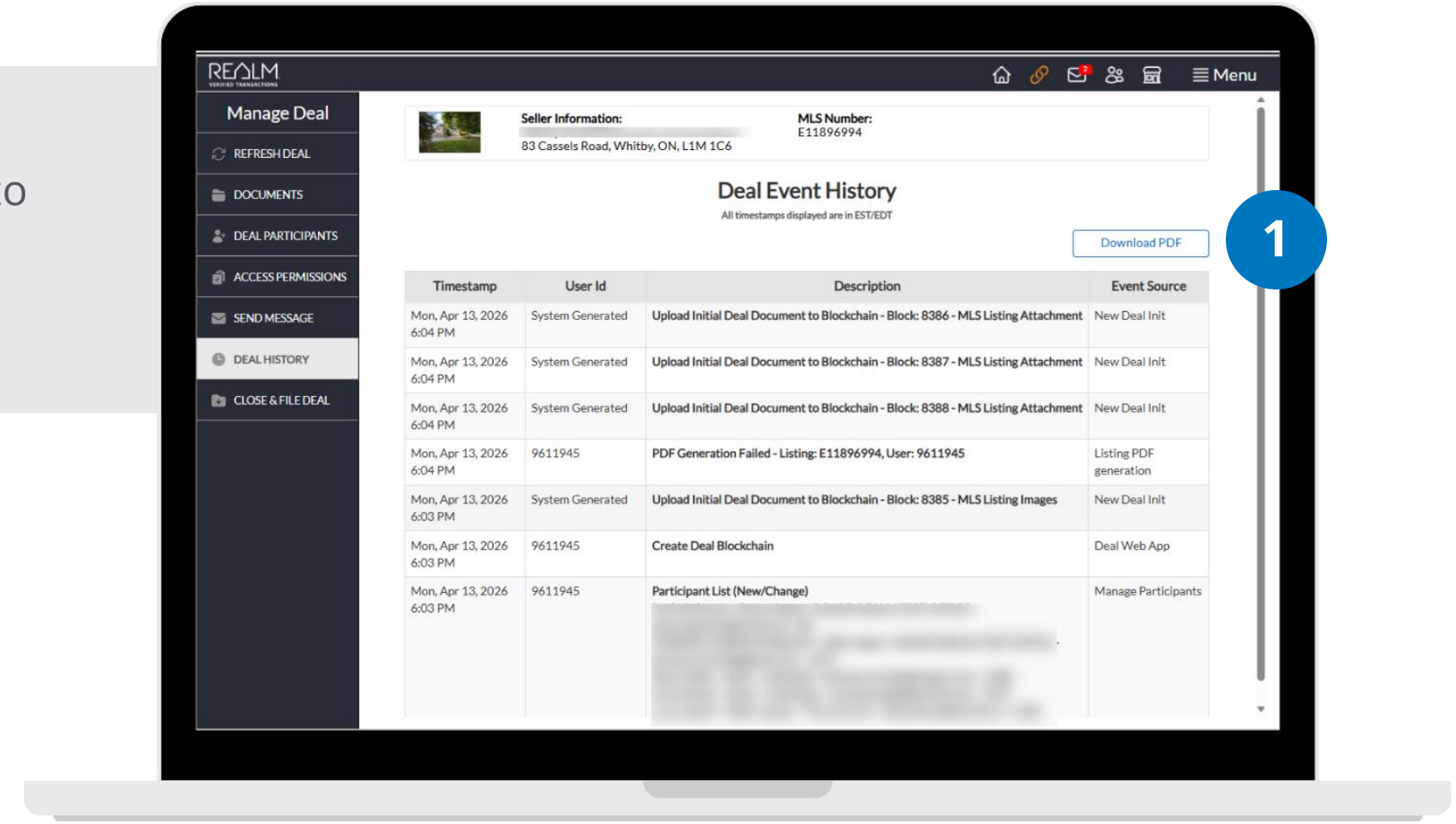
DEAL HISTORY

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Deal History

An immutable record of every action taken by both system and individuals that are participating in the Deal Room

1. Select **Download PDF** to generate a copy of the Deal Event History



CLOSE & FILE DEAL

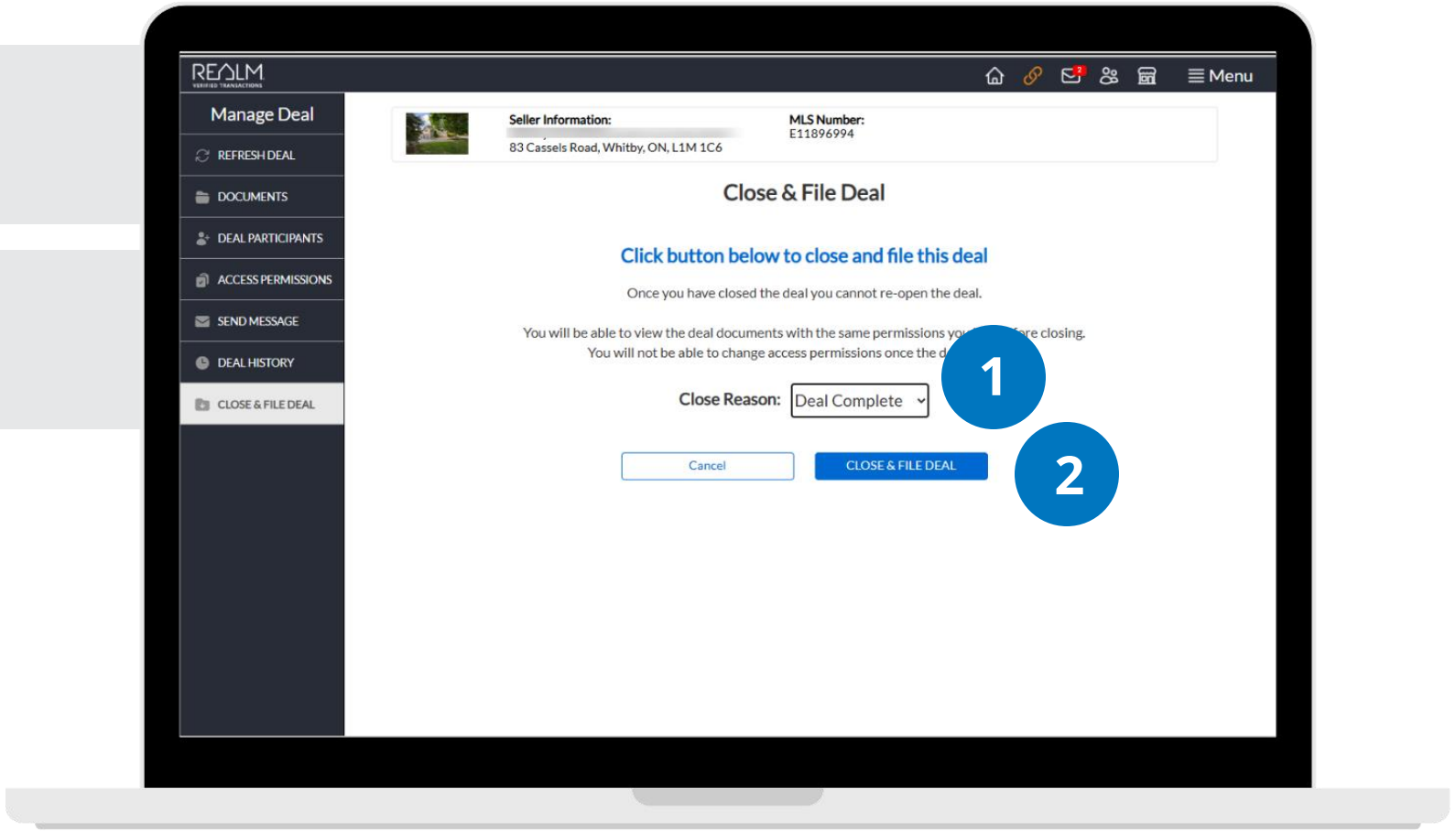
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Close & File Deal

Once all the deal participants have submitted their documents and agreed that all the information has been completed, the deal can be closed.

1. Select the **Close Reason** from the **drop-down.**

2. Select **Close & File Deal**



Tip: Select Close Reason **Deal Abandoned** if you do not want to continue with the deal room.

MESSAGES

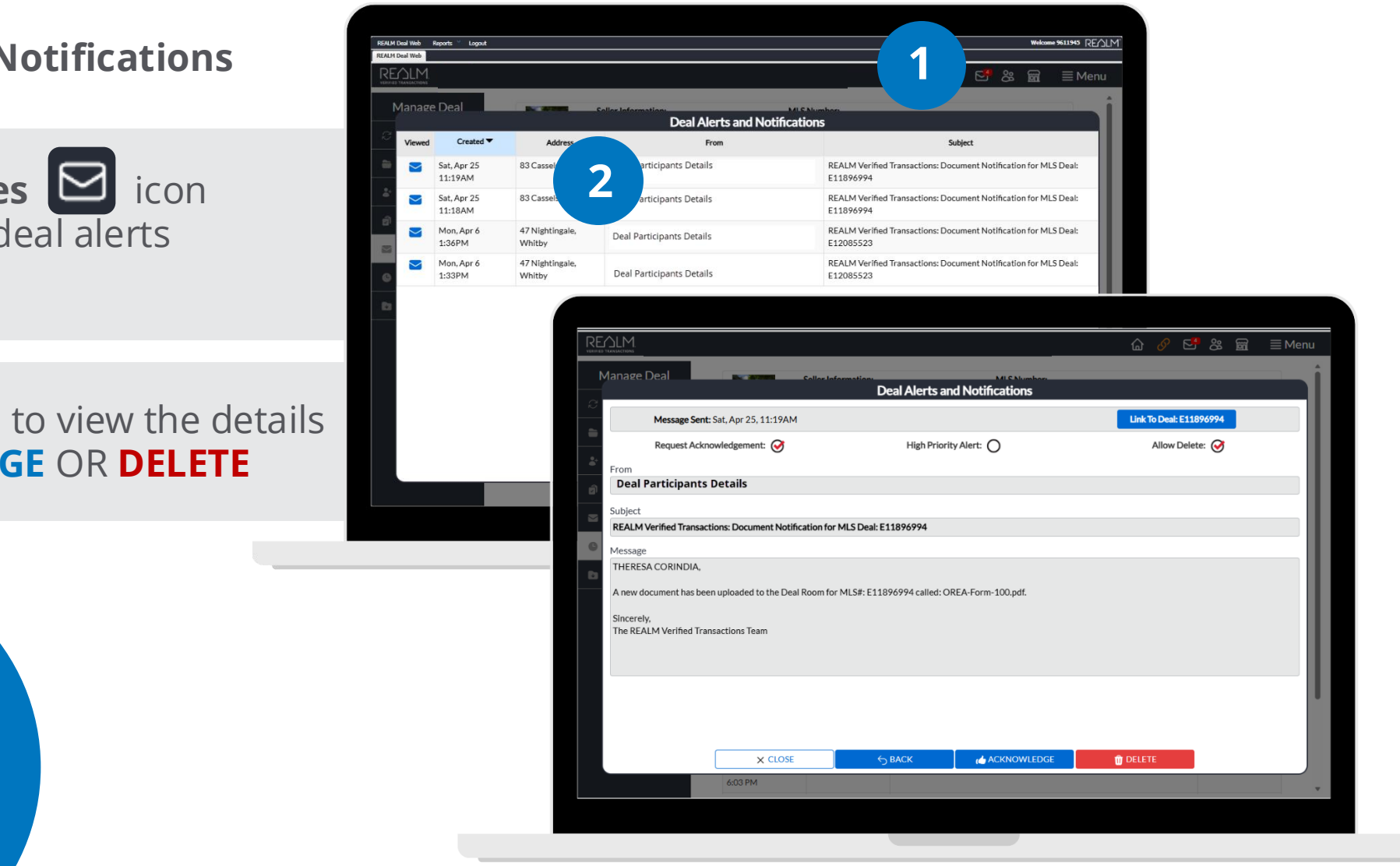
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Messages

Review all Deal Alerts and Notifications

1. Click on the **Messages** icon in the menu to view deal alerts and notifications

2. Click on the message to view the details and to **ACKNOWLEDGE** OR **DELETE**



Tip: To send a message, open the deal room and go to the **Send Message** section.

CONTACTS

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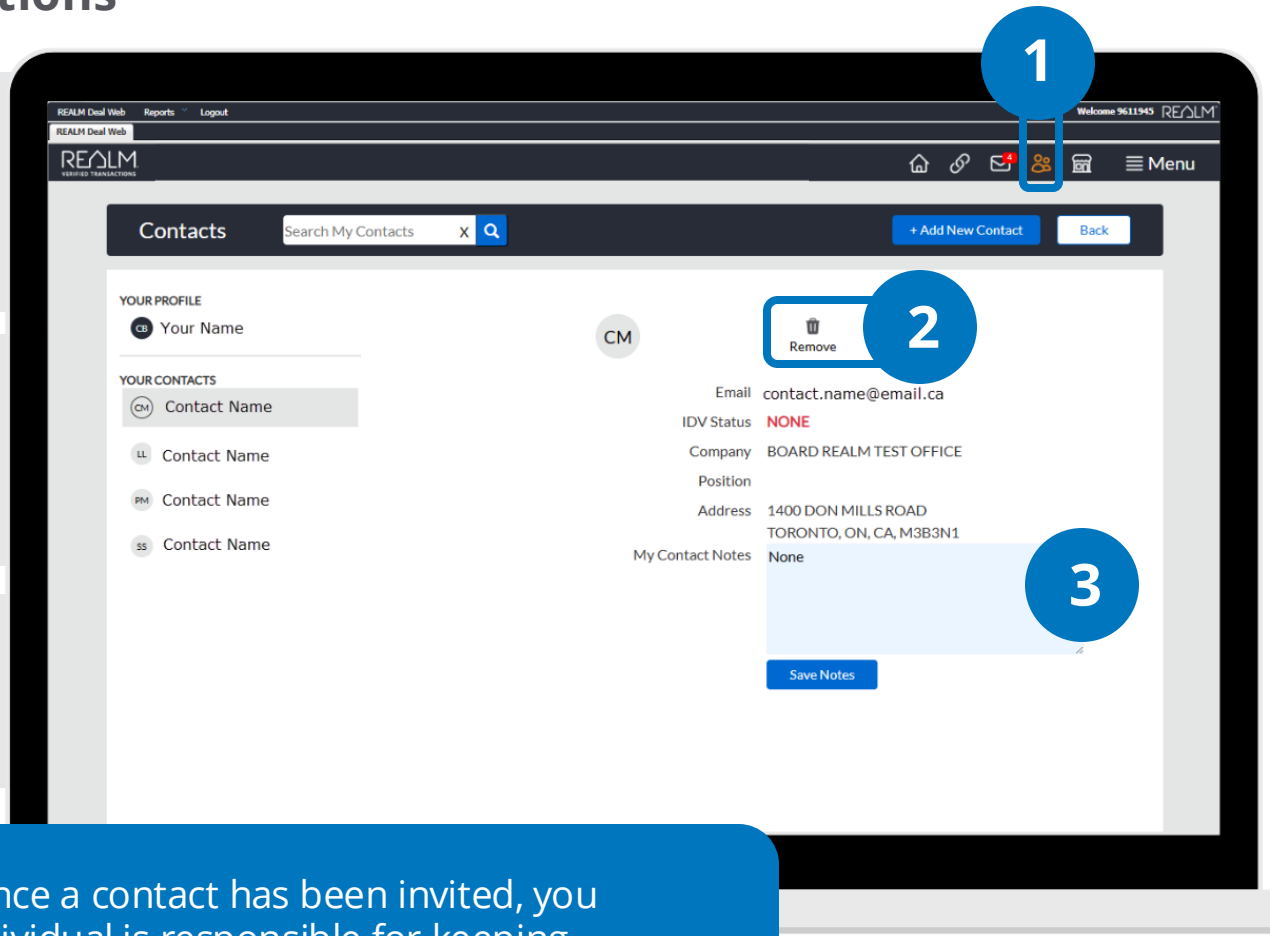
Contacts

A list of your contact in REALM Verified Transactions

1. Click on the Contact icon in the menu to review and update your contacts

2. Select Remove to delete a contact from your records

3. Type private notes in **My Contact Notes**

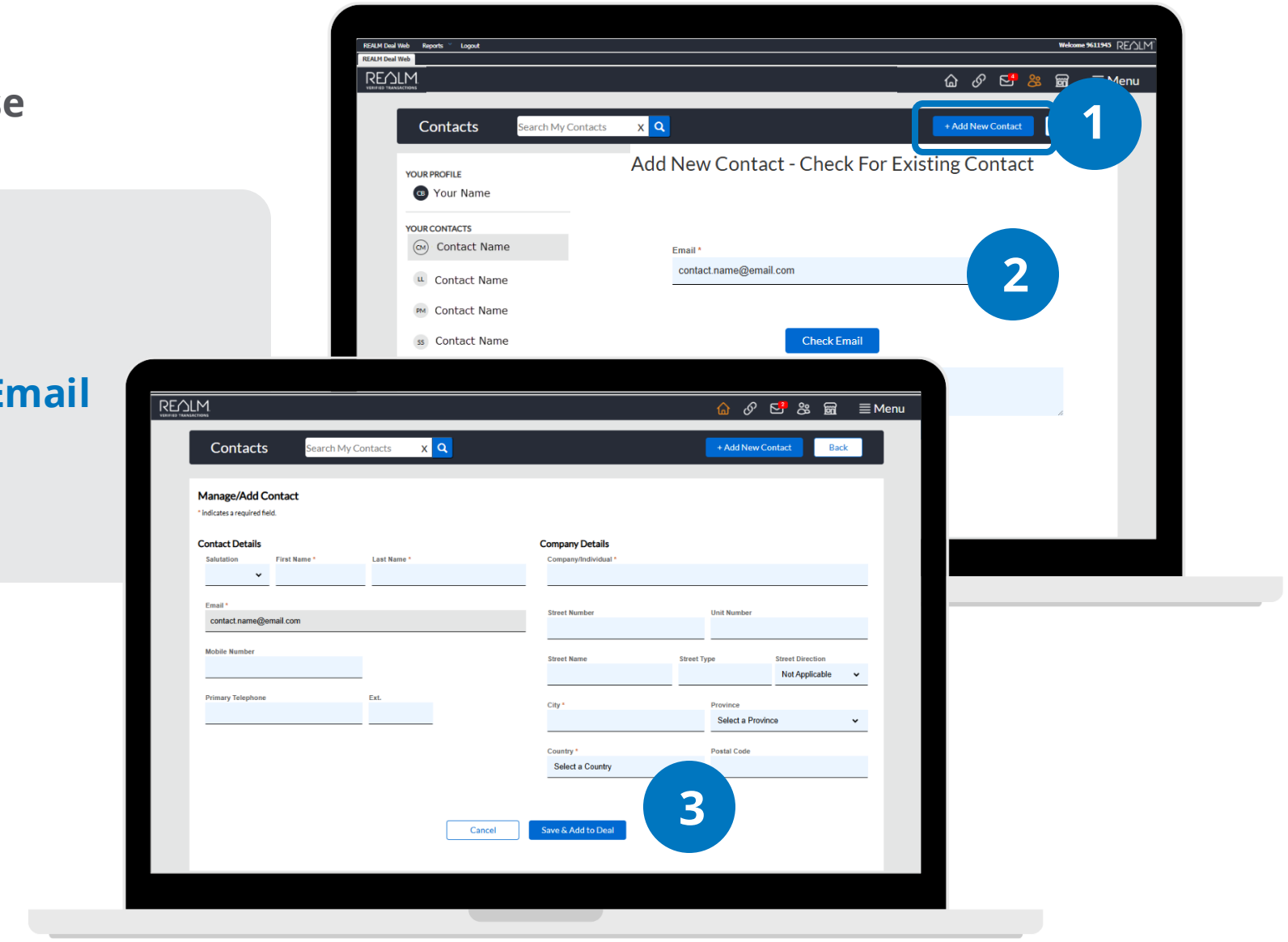


Tip: You can only update your own contact record. Once a contact has been invited, you can no longer make changes to their details. Each individual is responsible for keeping their own contact information up to date.

Contacts

+Add New Contact to your database

1. Click **+Add New Contact**
2. Enter email and click **Check Email**
3. Click **Save and Add to Deal**



Tip: To add a contact to a **Deal Room**, open the deal room and go to the **Deal Participants** section.

REPORT STORE

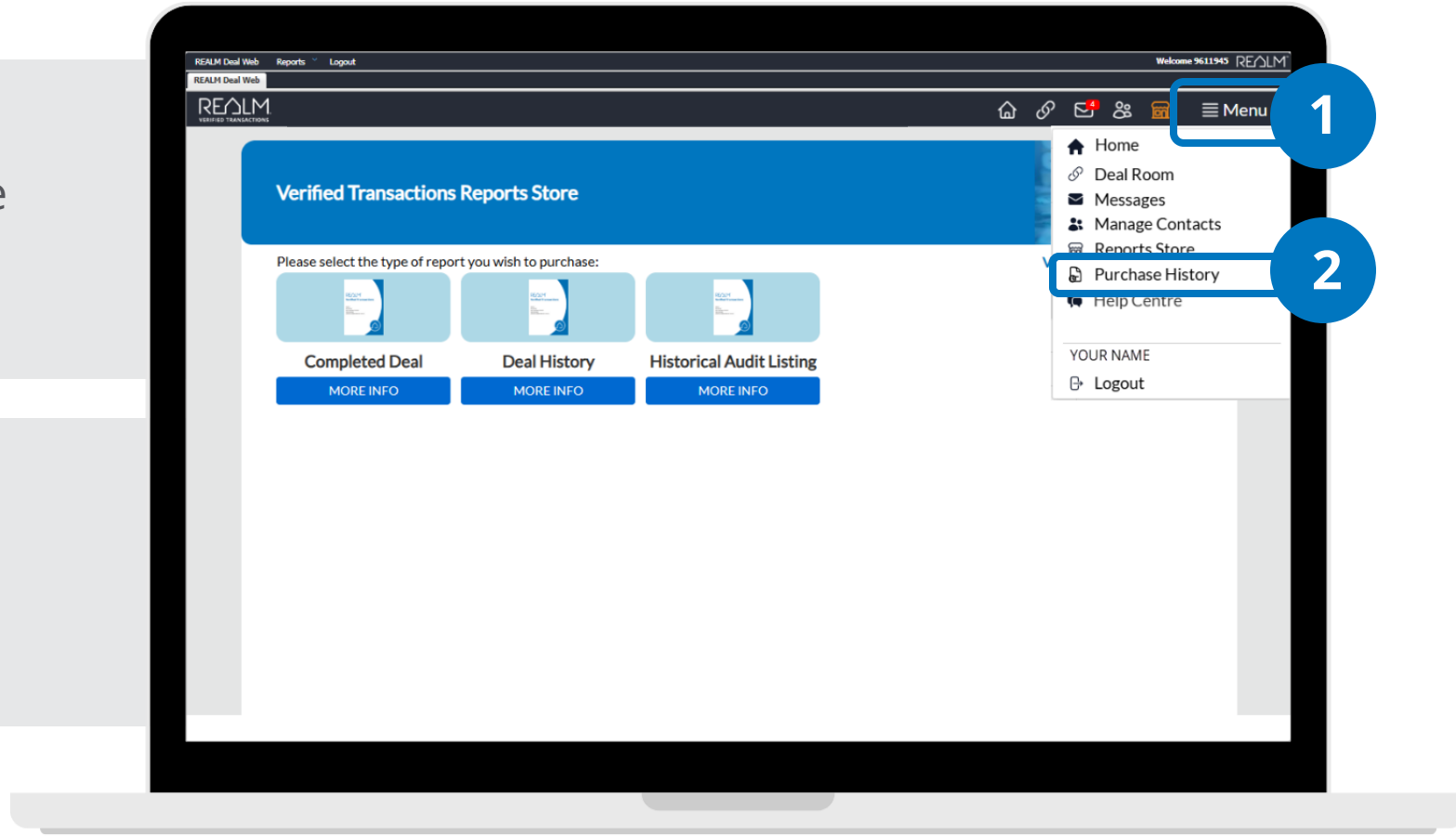
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Report Store

A list of all reports you may access or purchase

1. Click on **Menu** icon in the top right of the page

2. Select **Purchase History** from the drop-down



PURCHASE HISTORY

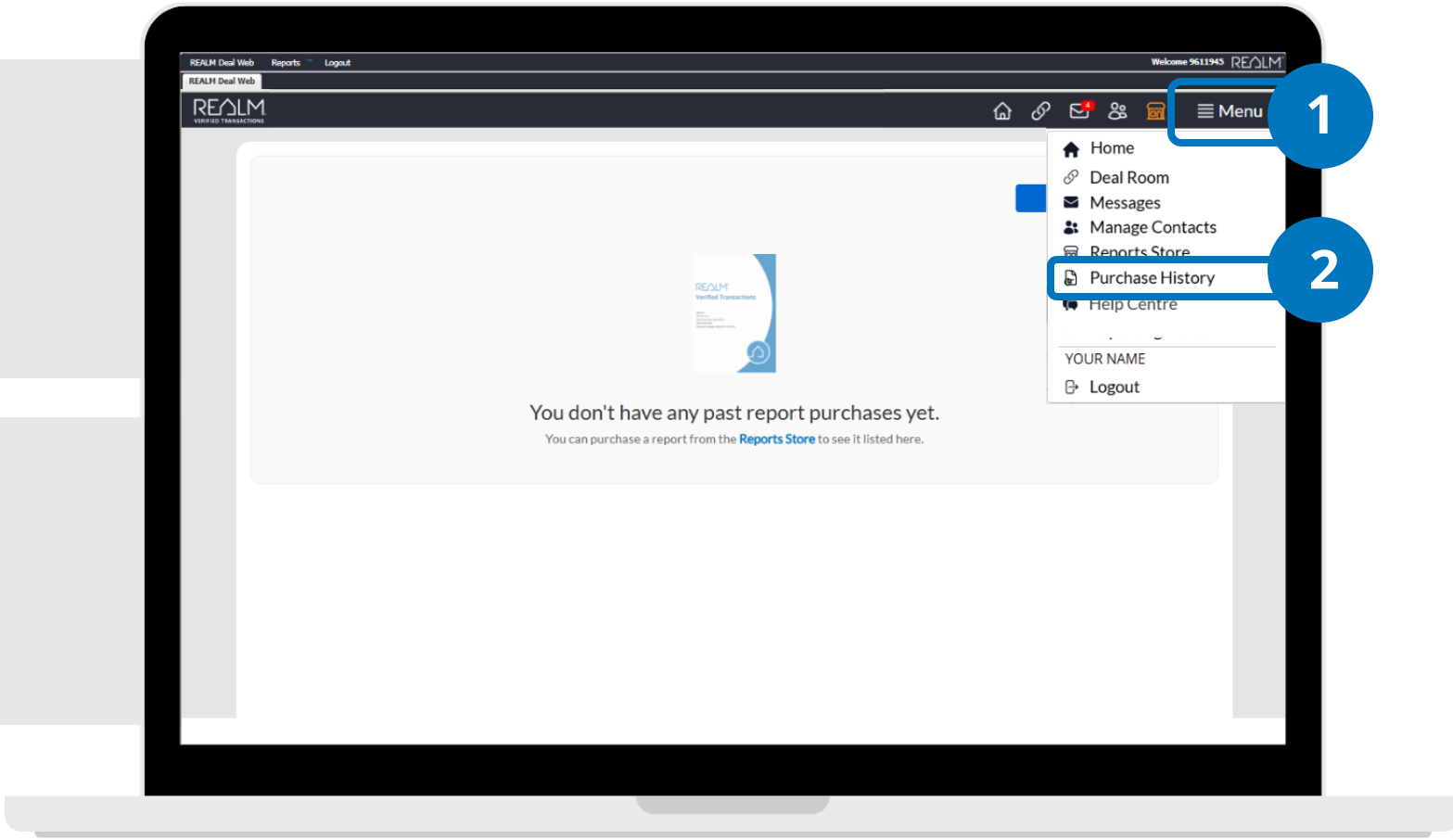
REALM®
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Purchase History

Copies of reports purchased

1. Click on **Menu** icon in the top right of the page

2. Select **Purchase History** from the drop-down



HELP CENTRE

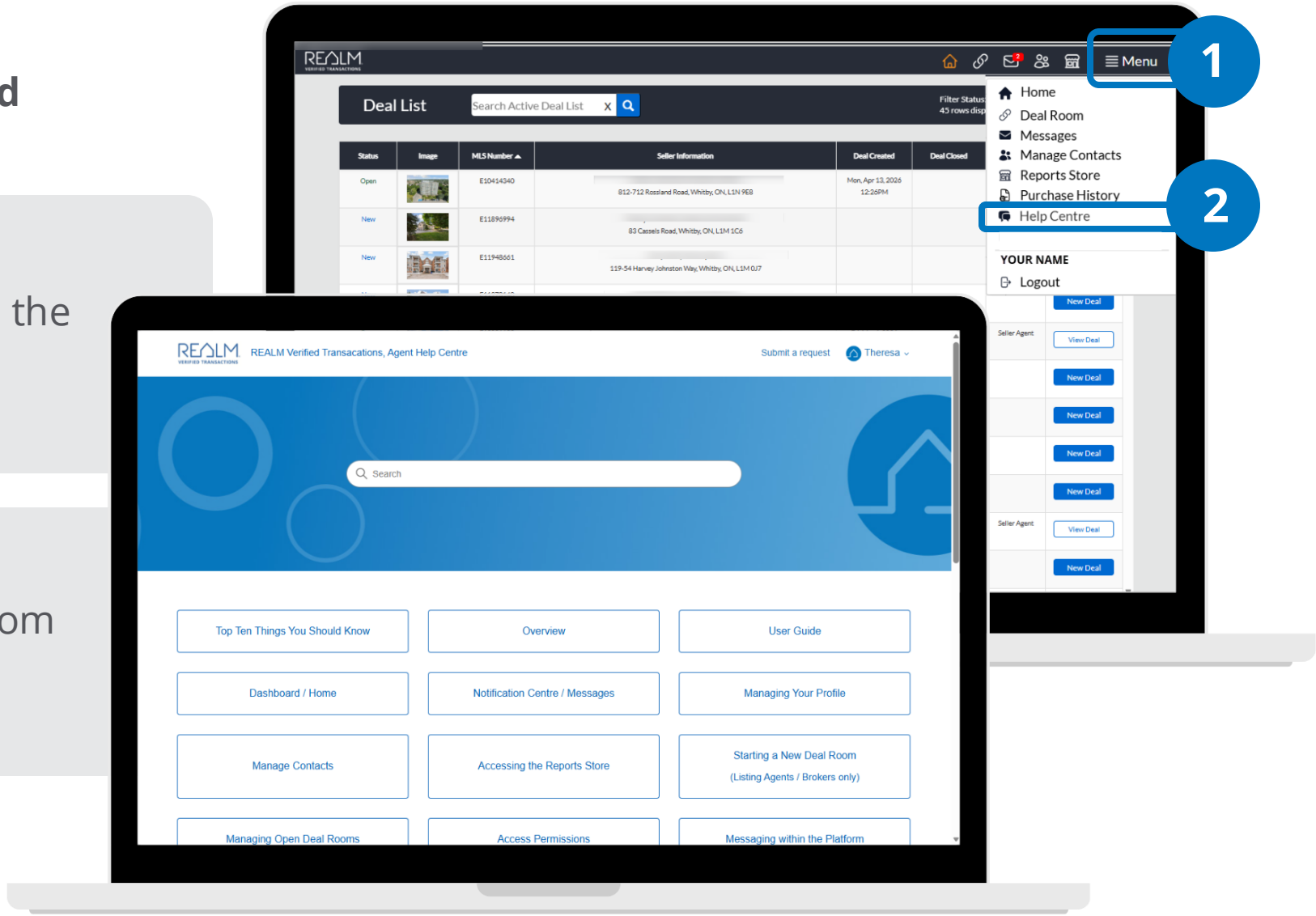
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Help Centre

Need help? We've got you covered with help articles and FAQ's

1. Click on **Menu** icon in the top right of the page

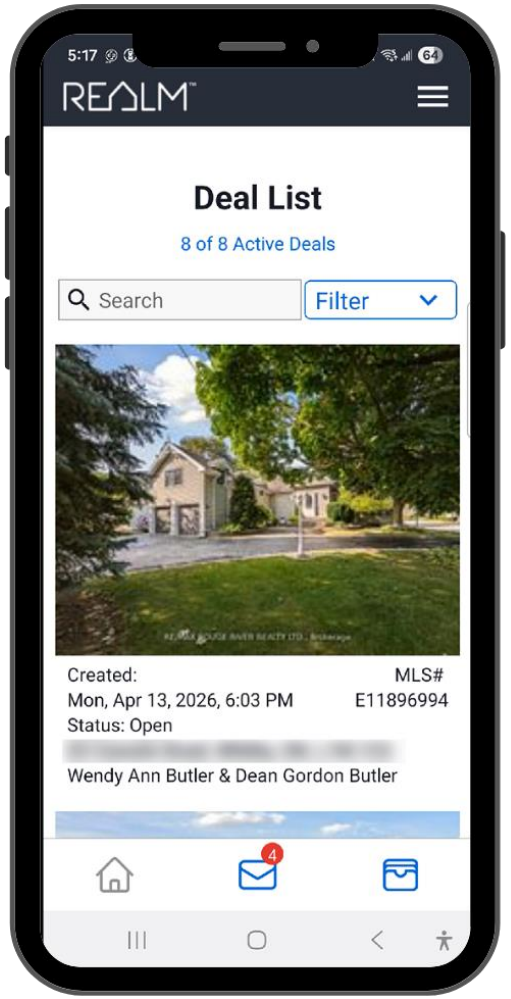
2. Select **Help Centre** from the drop-down

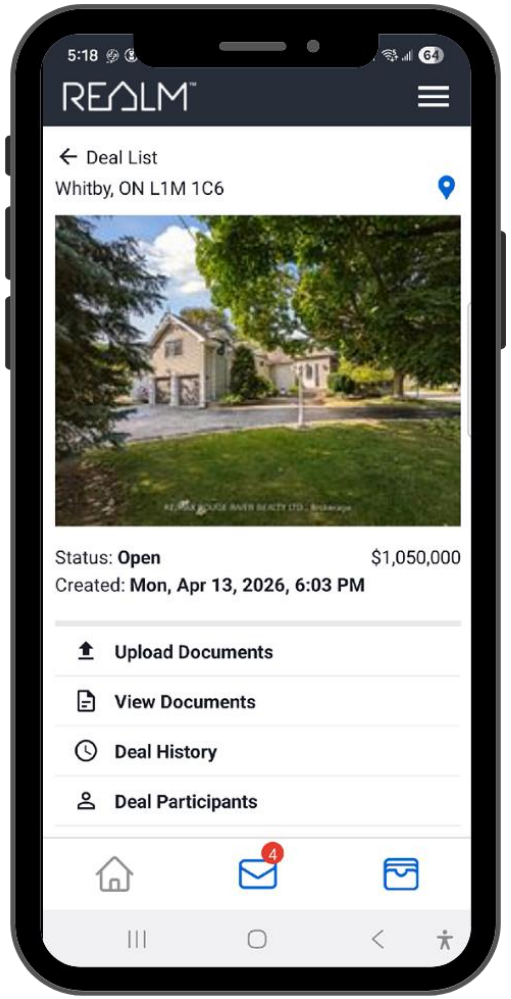


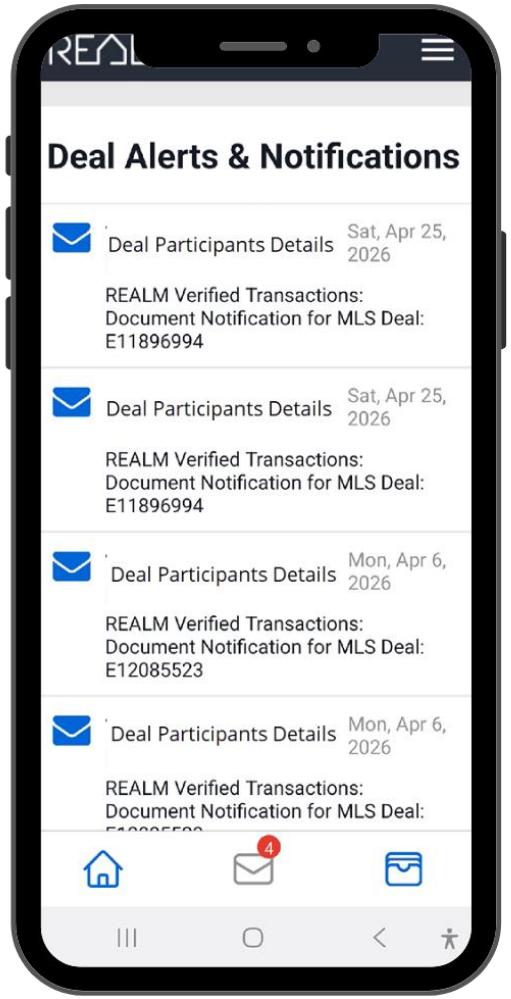
MOBILE

REALM®
VERIFIED TRANSACTIONS

Mobile


5:17
REALM
Deal List
8 of 8 Active Deals
Search
Filter
Created:
Mon, Apr 13, 2026, 6:03 PM
Status: Open
MLS#
E11896994
Wendy Ann Butler & Dean Gordon Butler


5:18
REALM
Deal List
Whitby, ON L1M 1C6
Status: Open
$1,050,000
Created: Mon, Apr 13, 2026, 6:03 PM
Upload Documents
View Documents
Deal History
Deal Participants


Deal Alerts & Notifications
Deal Participants Details
Sat, Apr 25, 2026
REALM Verified Transactions: Document Notification for MLS Deal: E11896994
Deal Participants Details
Sat, Apr 25, 2026
REALM Verified Transactions: Document Notification for MLS Deal: E11896994
Deal Participants Details
Mon, Apr 6, 2026
REALM Verified Transactions: Document Notification for MLS Deal: E12085523
Deal Participants Details
Mon, Apr 6, 2026
REALM Verified Transactions: Document Notification for MLS Deal:



Verified Transactions

Let’s dive in for a demo!

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Questions & Answers

Let’s take a few minutes
to answer your questions!



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Thank you! We are here to help!