AppFiles — What Every File Must Include

Communication sent to all agents — October 25, 2026

Team,

Starting now, every time you open a file in AppFiles, it must include:

1. **The property address**
2. **Your client's name** — this one is essential
3. **The other agent on the deal** — listing agent, buyer's agent, landlord's agent, or tenant's agent — with their **name, email, and brokerage name**

Here's why: Sasha now checks AppFiles every two hours, and every new file goes straight onto her Transaction Tracker. With the address and the names in the file, she can match escrow deposits to the right property, start tracking sales and rentals from day one, and follow up with you directly if anything is missing.

The brokerage name matters too: when a check has to be issued, it has to be payable to the right brokerage — no guessing.

And for rentals specifically: when an escrow letter is needed, Sasha will email it directly to the landlord's agent herself and copy you — which is exactly why the landlord agent's name and email have to be in the file.

A file without the client's name, the address, or the other agent's contact info can't be tracked properly — so please make sure all of it is in there.

Thank you,

Alain