

Confused about providing the IABS form via email?

Here's an easy way to comply with Texas Real Estate Commission rules.

If you choose to provide the **Information About Brokerage Services** form via email, you're allowed to link to it as long as you make a reference to the form in the body of the email. (That's the part above the signature block—your name and contact information.)

Create an email signature that references and links to the IABS form above your name.

Every email you create will automatically include the required notice in accordance with TREC rules.

Here's an example of an email signature that correctly links to the IABS form.

[Texas law requires all license holders to provide the Information About Brokerage Services form to prospective clients.](#)

Thanks,

Jane Doe, REALTOR®
1234 Main St.
800-555-1212

The email signature below is not in compliance with TREC rules regarding the IABS form, because the form is not referenced in the body of the email—above the name and contact information.

Thanks,

Jane Doe, REALTOR®
1234 Main St.
800-555-1212

[Texas Real Estate Commission Information About Brokerage Services](#)

Go to the Texas Real Estate Commission's website.

Fill out the IABS form PDF with the appropriate information.

Save it to your computer.

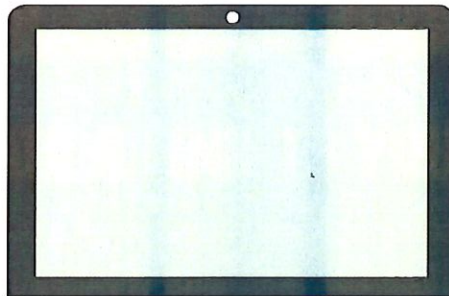
Upload the PDF to a cloud-based service, such as Dropbox, Google Drive, or Microsoft OneDrive.

The link to the form on your business website must say *Texas Real Estate Commission Information About Brokerage Services*, be in at least 10-point font, and be in a readily noticeable place on your home page.

Need to post the form on your Facebook business page? Create a post that says *Texas Real Estate Commission Information About Brokerage Services* and link to the PDF you created. Then pin that post to the top of the page. You can also use the link in your Twitter and Instagram profiles—and anywhere else you need to comply with TREC's rules regarding the IABS form.

Using the cloud service, create a hyperlink to provide access to the PDF via the Internet.

Post that link in your email and business website or on any other social media outlet.



HOW TO CREATE A LINK TO YOUR IABS FORM

Wondering how to create a completed *Information About Brokerage Services* form that you can link to from websites and emails?
Here's one way to do it.