



## Arete Advisor Onboarding Form

---

### Directions

---

Please utilize this entire form to provide an overall picture of your current book of business. This form will allow our home office to review your business in detail and determine the next steps in the onboarding process.

#### When completing form be sure to:

1. Include as much detail as possible.
2. If there is not enough room in the table for all line items OR you would like to include all data in an excel spreadsheet, feel free to include the excel template included.
3. You may use the comments section to detail any nuances to any relationships that should be considered.

#### Next steps once form is completed:

1. Email completed copy and all supporting documentation to 'operations@aretewealth.com'.
2. Arete home office will review and set up a time with you to outline the next steps.



## Advisor Information

### Personal information:

_____ Advisor Full Legal Name	_____ Projected Start Date
_____ Preferred Name	_____ Current Licenses
_____ CRD #	_____ Current States where Registered BD & RIA
_____ Personal Contact Email	_____ Contact Phone Number
_____ DBA Name if applicable	_____ DBA Email

### Address(es) where you will conduct ARETE business activities:

_____ Street	_____ State	_____ Zip	_____ County
_____ Street	_____ State	_____ Zip	_____ County

### Non-Licensed Personnel:

_____ Name	_____ Email	_____ Title/Role
_____ Name	_____ Email	_____ Title/Role
_____ Name	_____ Email	_____ Title/Role

### Licensed Personnel:

_____ Name	_____ Email	_____ Title/Role/Registrations
_____ Name	_____ Email	_____ Title/Role/Registration
_____ Name	_____ Email	_____ Title/Role/Registration



**Disclosure Items:**

Social Media Accounts \_\_\_\_\_

Outside Security Accounts \_\_\_\_\_

Outside Business Activities \_\_\_\_\_

**Technology:**

CRM \_\_\_\_\_

Email Encryption \_\_\_\_\_

DocuSign \_\_\_\_\_

Preferred email: \_\_\_\_ Arete \_\_\_\_ DBA email

DBA website address: \_\_\_\_\_

What technology systems are critical to your practice?

---

---

---



## BUSINESS SNAPSHOT

### Current Custodians:

Custodian	Total # of Accts	# of Billable Accts	# of Reporting Only	Approx. Value

### Additional Comments:



**Current Mutual Fund Providers:**

Custodian	Total # of Accts	# of Billable Accts	# of Reporting Only	Approx. Value

**Additional Comments:**



**Current Annuity Providers:**

Custodian	Total # of Accts	# of Billable Accts	# of Reporting Only	Approx. Value

**Additional Comments:**



**Alternatives Held Direct:**

Custodian	Total # of Accts	# of Billable Accts	# of Reporting Only	Approx. Value

\*\*Do you have an existing Fan Mail account for direct feeds?    Yes \_\_\_\_    No \_\_\_\_

**Additional Comments:**



**Conclusion:**

*\*\*\*Email copy and all supporting documentation to 'operations@aretewealth.com'\*\*\**