

NEW AGENT CHECKLIST

Sign New Hire Form by agent and broker, then send to accounting	
Sign GREC 'Real Estate Change Application' by Agent & Steve, send to accounting	
Assign desk	
Provide key; instruct on the alarm system	
Add to GAMLS roster	
Add to FMLS roster	
Add to Dotloop roster	
Add their pin number to the printer they'll be using	
Add their work email to the printer's address book	
Print a copy of their license for the display board	
Order their business cards	
Order their sign riders (3)	
Order their name badge	
Add to contact list	
Add to birthday list	
Take their headshot (or let them take one of theirself)	
Post announcement to Facebook, Instagram, and website	

Additional Steps For Some Offices

Print an extra copy of the license for file storage	
Assign fob	
Assign and enter postage code	
Assign and label mailbox	
Assign phone extension (might require Mick's help / IT)	
Add name and photo to front lobby presentation	
Prepare personalized listing package	
Send invitation to join private FB page	