

### INITIAL AFTER PASSING EXAM

- Get a Gmail address. Gmail.com
- Return the Independent Contractor Agreement to broker   
Form RE 11 and fill out and give it or email to broker.
- Get a copy of the company policy manual and read it through.
- Download and printout the W-9 tax form and, fill out and get that back to Broker.

### GETTING SIGNED UP

- Check to see you are registered under company on DBPR Website.
- Print out and fill out the Association Application Form.
- Go to Association and get signed up into the Association and MLS.
- Buy and sign up for a Supra app on your phone. You must have this if you are going to show homes. Get them to show you how to use it and test it on a box.
- You might want to buy at least 1 Supra lockbox if you are ready to get a listing. Broker can supply if needed.
- Forward to broker the welcome email from the Association.
- Check to see that you can sign into the MLS ok.

### ASSOC AND MLS TRAINING SCHEDULE MANDATORY

- Complete the Association orientation live or online classes. Check your emails from board.
- Complete the NAR Ethics training either online or in class.
- Complete the 3 mandatory courses online or in class.  Basic MLS  Compliance 101,  Adding Editing Listings.

## BRANDING

- Get some glamor photos. Yes.... gentlemen as well.
- Get a domain name. (domainspricedright.com) \$12.00
- Get a business telephone number /second cell phone – (maybe.)
- Write up a long and a short bio of yourself
  
- Order business cards,  flyers,  letterheads.  Note pad stickers,  address labels,  Flyer holders. (Office Depot)
- Download your Office Depot Discount Card. See Florida Realtors website.
- Name badge x 2. 1 pin 1 magnet. (namebadges.com) Broker will supply
- Maybe a car magnet if you want to be flashy. (Later)
- Order 2 sign riders for yard signs. 6 x 24 in. SuperCheapSigns.com Can use broker's
- Get at least 1 yard sign 24 x 18 with at least  4 arrowed open house signs. Or use office's signs.
  
- Name tag lanyard with photo. Office Depot.
- Think about getting a personal website . Ixact give you a free one + CRM for 6 months. Check with broker.
  
- Think about Twitter, Instagram, TikTok, Pinterest, LinkedIn, Youtube channel, social media site. Whatever you are comfortable to start putting the word out.
  
- Load up on your phone the following apps. NARRPR, Supra Key, Showingtime, MLS Touch, MLS Client
- Get either a cheapish home desktop or a good laptop or both and learn to use.
- Get an all in one printer fax and scanner. HP with instant ink program is useful.
- I really do recommend that you sign up for Office 365 at \$10 per month. Can be used on up to 5 computers and phones.

- Link your domain to your MLS profile or website or other. (Optional)
- Talk to broker about a CRM program. There are free and paid for.
- Set up the MLS and other sites with your information.
- Set up Realtors Property Resource.
- Set up DPR info on MLS.
- Set up Cloud CMA lead page.
- Set up New construction site.
- Configure your Gmail account with your signature.  Get MailTrack for your Gmail Free per month  Learn to set up canned responses in Gmail.