ROARING AGENTS

New Agent Checklist

START DATE

The first things to set up as a new agent.

Get set up

- [ ] Select a brokerage
- [ ] Join a Realtor association
- [ ] Join the MLS
- [ ] Get a CRM/database
- [ ] Call people
- [ ] Get a headshot
- [ ] Use your own email, not the broker's
- [ ] Add a professional email signature
- [ ] Get open house signs
- [ ] Get listing signs
- [ ] Update all social media
- [ ] Update your voicemail
- [ ] Get state real estate forms
- [ ] Start tracking your mileage

Meet your people

- [ ] Meet some lenders
- [ ] Meet some title reps
- [ ] Meet inspectors, contractors, etc.
- [ ] Find agents with open houses for you

Learn the job

- [ ] Learn your contracts
- [ ] Learn how to set up MLS searches
- [ ] Learn how to open a lockbox
- [ ] Choose your prospecting path
- [ ] Look over 125 prospecting ideas
- [ ] Learn the 5 Jobs of a Realtor

Allied partners

Names and numbers worth keeping close.

Lender

Title

Inspector

Contractor

Plumber

Electrician

Landscaper

Notes