

# REAL ESTATE AGENT CHECKLIST

# 2024

## BEFORE GETTING

### *Licensed*

#### CHOOSE A BROKER

- Interview brokers
- Interview current agents
- Compare commission splits

#### BEGIN YOUR REAL ESTATE SCHOOL

#### BEGIN YOUR INFORMAL EDUCATION

- Read industry publications
- Subscribe to podcasts
- Subscribe to YouTube training
- Read real estate books
- Learn the local market
- Read promulgated contracts

#### SELECT 4 STRATEGY PILLARS

- Consider a niche
- Find like minded mentors

#### CRAFT YOUR MISSION STATEMENT

#### CHOOSE A BUSINESS NAME

- Purchase domain if available

#### GET A HEADSHOT

#### WRITE A BIO

#### SCHEDULE THE EXAM

#### GET FINGERPRINTED

#### PASS THE TEST

#### GET SPONSORED AND GO LIVE!

## FIRST 30

### *Days*

#### JOIN LOCAL MLS / ASSOCIATION

#### ATTEND MLS ORIENTATION

#### DOWNLOAD FREE APPS

- Download MLS e-Key app

#### OFFICE ADMIN

- Add computer and phone to office WiFi
- Add office printer to your computer
- Add profile to broker website
- Update office lead rotation
- Join brokerage backend software
- Complete W-9 form for broker

#### SET UP CLOUD FILE STORAGE

#### SET UP E-SIGNATURE SOFTWARE

#### SET UP FORMS LIBRARY ACCOUNT

#### SET GOALS

#### SET UP GOOGLE MY BUSINESS

#### GET A CRM

#### SET UP SOCIAL MEDIA

- Facebook Business Page
- LinkedIn Profile
- Instagram
- YouTube
- Pinterest

#### SET UP REAL ESTATE PROFILES

- Zillow
- Realtor.com

#### GET AN ACCOUNTANT

#### SCHEDULE THE GRI DESIGNATION

#### CONVENTION AT ONE SUMMIT