

# NEW AGENT *checklist*



## BUSINESS AS USUAL

- Headshot
- Branding Kit
- Logo
- Email Signature
- Pay MLS Fees
- Register with Miami Realtors
- Attend New Realtor Induction
- Gather emails of sphere of influence

## SOCIAL MEDIA SET-UP

- Set-Up Social Media Accounts
- Facebook Business Page
- Instagram Business Profile
- LinkedIn Profile
- Google Business Profile
- Yelp! Business Profile
- Realtor.com Profile
- Zillow.com Profile
- YouTube Profile
- Pinterest Profile
- Buffer

## SOCIAL MEDIA BOOST

- Highlight Covers
- Banners
- Facebook Business Page
- LinkedIn Profile
- YouTube Profile
- Pinterest Profile
- Set Up CRM
- Email Templates
- Social Media Templates

## EXTRAS FOR THE WIN

- Set Up a FREE Canva Account
- Create FREE website on Canva
- Link in Bio on Linktr.ee or Milkshake
- Social Media Content Planner
- Email Sphere 1x/week
- Add new contacts to CRM
- Photo shoot for future content
- Set up Supra with Local Board



## CONTRACTS/ADDENDUMS

- Learn Form Simplicity
- Open Paperless Pipeline Account
- Read Contracts Used
- Know the difference between addendums

## POLITE NECESSITIES

- Thank you cards
- Branded stationary
- Branded envelopes
- Branded return mailing labels

## OPEN HOUSE KIT

- Business Cards
- Business Card Holder
- Frame to showcase home flyer
- Pens, nail files, keychains
- Sign-in sheet
- MLS print out of home
- Copies of home flyer

## PRESENTATIONS

- Listing Presentation
- Buyers Guide
- Sellers Guide
- Things to Do in the Area Guide
- Newsletter

## CHECKLISTS

- Buyer Transaction Timeline
- Seller Transaction Timeline
- Moving Checklist
- Notify Before Move Checklist
- Home Maintenance Checklist

## FUN EXTRAS

- Calendars
- Branded object for pictures
- Just Sold/Listed Postcards
- "Hey Neighbor" flyers

*Have Fun!*

Notes:

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Your key to success!



Proven Results!



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