

Highgarden Real Estate & EasyStreet Realty - Corporate Onboarding Checklist

Each item must be initialed by the New Agent and Division President upon completion. The NEW AGENT must send completed and signed checklists to **CHECKLIST@HIGHGARDEN.COM** in order for us to verify that a professional email signature has been set up with their new Gmail account. Secondary number & lead activation will occur within 24 business hours after receipt and verification by a Corporate Admin and Brian Holle.

AGENT NAME	MARKET	HIRE DATE
AGENT ADMIN		
INITIALS INITIALS		

:: NEW AGENT ADMINISTRATION ::

- ____ ____ New Agent Forms & Required Documents Submitted on **HighgardenRealtors.com or EasyStreetRealtors.com**
- ____ ____ License Transferred with State Licensing Agency & Board of Realtors
- ____ ____ Business Cards Order Submitted via **xpressdocs.com/highgarden**

:: TECHNOLOGY SETUP ::

- ____ ____ 2-step verification set up on company Gmail account
- ____ ____ Add IMS Home Screen Shortcut to smart phone
- ____ ____ Add company Gmail account to smart phone
- ____ ____ Add professional signature to company Gmail account
- ____ ____ Professional Social Media accounts updated to reflect association with Highgarden Real Estate

:: AGENT TRAINING ::

- ____ ____ Highgarden University – ALL New Agent Training Videos watched on YouTube
- ____ ____ How to use Lead Router 2.0
- ____ ____ How to use SkySlope (mock transaction)
- ____ ____ Watch Charlie Marchese's training video (in Google Drive training folder)
- ____ ____ Understanding the Client Care program (on TheAgentLocker.com under Documents)
- ____ ____ How to complete MLS Property Search
- ____ ____ How to prepare a CMA
- ____ ____ How to prepare a Net Sheet for Buyers and Sellers
- ____ ____ How to complete the BUYER & SELLER transaction processes for New and Existing Homes:
PA, LA, Amendments, Addendums, Inspection Responses, Closing Setup, Settlement Statements
- ____ ____ How to complete a contract cancelation (including cancelation form at HighgardenForms.com)
- ____ ____ How to find and adjust personal information in the IMS (lead notifications, bio, picture, etc)

AGENT SIGNATURE	DATE	MANAGER SIGNATURE	DATE
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