

New  
Agent  
Set Up  
Hiring  
Steps

Premium  
Group  
Realty

# Agent Check List

☐

Create Email (Preferably gmail)

☐

DOS Set up

☐

MLS Set up

☐

Printer Set up Info

☐

Download All Apps

WhatsApp

Premier Agent

Mortgage Calculator

Sentry Smart

☐

Office Tour and Facilities

☐

Business Cards order.

☐

Goal Setting Sheet.

☐

Premium Contract and W9 Signed

☐

Policies and Procedures Review

☐

Website Set Up .

☐

Agent Training Steps ( Video)

☐

First Client Set Up.

# Sales Manager will meet and set Goals for the next 3 months (Use Premium Goals Setting Sheet) see below

## Necessary Transactions

Based on past experience, you can estimate the number and description of transactions that should be completed to generate an earnings goal. For listing agents, it is necessary to know what percentage of their listings typically expire. For selling agents, it is necessary to know what percentage of written offers fail. You can construct goals such as the following.

Sell \_\_\_\_\_ homes at \$ \_\_\_\_\_ to generate \$ \_\_\_\_\_  
List \_\_\_\_\_ homes and have \_\_\_\_\_ % sell at \$ \_\_\_\_\_ to generate \$ \_\_\_\_\_

## Necessary Activities

Finally, you can estimate the amount of activity necessary to complete targeted transactions. You should not overlook support activities and should take necessary expenses into account (and whether these expenses are deductible). Goals for necessary activities might look like the following.

To sell \_\_\_\_\_ homes, I must have \_\_\_\_\_ showings  
To have \_\_\_\_\_ showings, I must generate \_\_\_\_\_ buyer leads by \_\_\_\_\_ (date)  
To generate \_\_\_\_\_ buyer leads, I must make \_\_\_\_\_ telephone calls and \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
(describe other activities, including marketing with related cost)

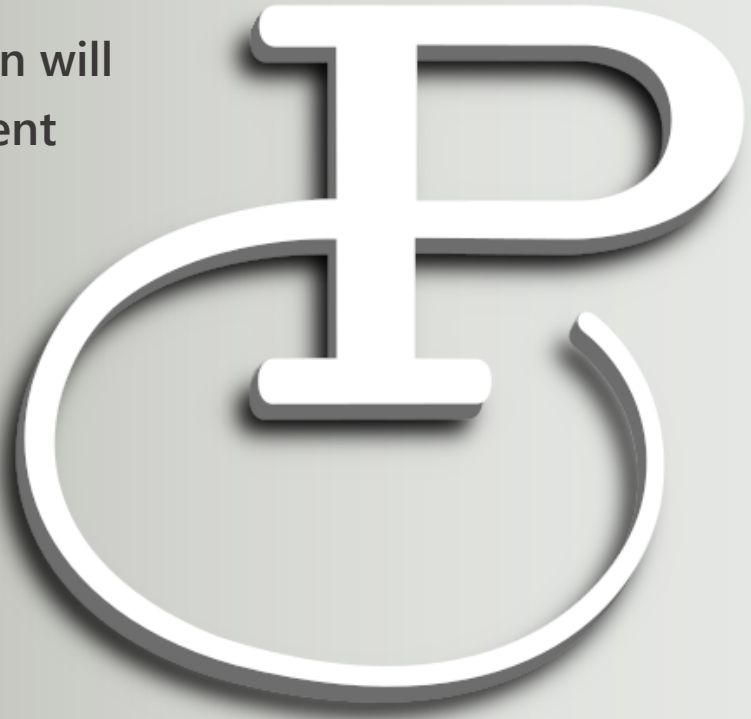
To list \_\_\_\_\_ homes, I must give \_\_\_\_\_ listing presentations  
To give \_\_\_\_\_ listing presentations, I must generate \_\_\_\_\_ seller leads by \_\_\_\_\_ (date)  
To generate \_\_\_\_\_ seller leads, I must make \_\_\_\_\_ telephone calls and \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
(describe other activities, including marketing with related cost)



**An experience Sales Person will  
take you and your first client  
to house showings**

I DO IT • YOU SEE ME

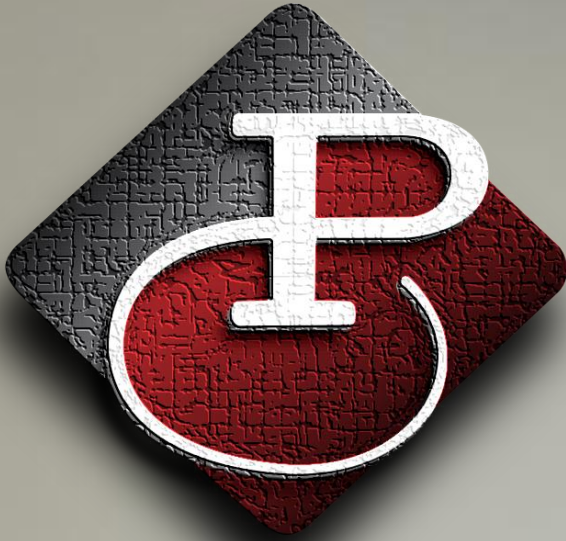


**You will take the client for house showing with an experience  
agent support.**

YOU DO IT • I WILL HELP YOU

**First Transaction Disclosures Support**

YOU DO IT • I SEE YOU



Committed To Excellence