



So, you are a new agent..
Here are your Top 10 Things to do NOW:

- **NUMBER 1 - Forms - Know Them, Love Them**

- Transaction Desk - www.aaronline.com
 - Arizona Association of REALTORS® Forms
 - MLS Forms
 - Local Association Docs if applicable
- Skyslope - eXp Specific Documents & ALL documents now!
 - From the Skyslope Home Page:
 - Click the Apps icon (waffle top right)
 - Choose Forms
 - Browse Libraries - EXP AZ Broker Library
 - OR Link on left side when you login

- **NUMBER 2 - Programs - Learn how to use them**

- Transaction Desk - [Recorded Webinars](#)
- Skyslope - Trainings held via recorded sessions
https://rise.articulate.com/share/skd82Gd9rVrYEOGEu_GS4R7LOLK-6_L3#/lessons/QljrseDm5NnE_sHwoGFn_OSw1Cd_0rO6 & Class with Kendra 7/20/22
<https://exprealty.workplace.com/groups/218038742067121/permalink/1200232227181096/>
- Lockbox/Keybox - Practice using your key, view a home & purchase a lockbox if you have listing coming up
- MLS - Contact your MLS to find date/times of trainings

- AAR
<https://www.aaronline.com/increase-knowledge/rookie-resources/start-smart/>
- ADRE - <https://azre.gov/>

- **NUMBER 3 - eXp Resources**

- eXp World 2.0/Frame!
 - exp.world/azbrokerroom
- Broker Team -

Your Arizona Broker Team



Cathy Swann
Designated Broker



Marcie Teague
Managing Broker



Lacey Jagger
Managing Broker



Ginger Zilk
Managing Broker



Shannon Wellman
Managing Broker

480-378-3555 Option 3
az.broker@exprealty.net

- Enterprise - [What is this for?](#)
- Workplace - There are over [1200 Groups](#) to Join
 - Make sure you join the [AZ State Group](#)
- Arizona Video Library - Watch at least 2-3 training videos per day
 - [Video Library](#) link can be found in the Pinned post in the Arizona State Group
- Review the [New Agent FAQ's](#)
- eXp [Cloud Calendar](#) - Merge with your Google Calendar
- eXp Access - www.zenlist.com
- eXp University - Login to your Passport Account <http://exprealty.okta.com> to access eXp University

- NUMBER 4 - Create a Listing

- List your own home
 - Review and complete all [required docs](#)
 - Any questions AFTER attempt of completion ask your Mentor/Broker Team

- NUMBER 5 - Create a CMA of your own home

- Watch a great [training video](#) on creating a comparative market analysis
- RPR - Realtor Property Resource

- NUMBER 6 - Write a Purchase Contract

- Write an offer on your own home
 - Review and complete all [required docs](#)
 - Any questions AFTER attempt of completion ask your Mentor/Broker Team

- NUMBER 7 - Professionalism

- You are now a Real Estate Professional
 - **Follow showing instructions**
Manage your clients during showings
 - Encourage only the “decision makers” to attend showings
 - Use restrooms ahead of time
 - Encourage clients to make comments outside of the home
 - **Answer your phone!**
 - **4 Steps to a smooth transaction**
Manage expectations of you client; Critical Dates Checklist AAR/TD
Follow the contract
Document everything
Build GREAT relationships - w/ your client & the agent on the other side

- NUMBER 8 - Know your Fiduciary Responsibility

- **OLDCAR!!!!!!**
- **O**bedience
- **L**oyalty

- Disclosure
- Confidentiality
- Accounting
- Reasonable Skill & Care
- A video explanation for each of these can be found under “Best Practices” & then “Agency” on the [AZ Video Resource Library](#)

● NUMBER 9 - Marketing

- Visit the [eXp Marketing Center](#) Order your business cards and a listing sign if you have a listing coming up. Practice editing pieces
- Get creative with [Canva](#) IT'S FREE
- Use AI
<https://exprealty.workplace.com/groups/218038742067121/permalink/1869679013569744/>
- Call your Sphere of Influence and share your real estate experiences
- Hold Open Houses and door knock the neighbors

● NUMBER 10 - Bring it all together

- Quick Start Training -
<https://us.exprealty.com/agent-onboarding/exp-realty/checklist-for-newly-activated-agents/>
- Agent Essentials for Agents New to eXp -
<https://exprealty.workplace.com/groups/218038742067121/permalink/1858224708048508/>
- New Agent Orientation -
<https://exprealty.workplace.com/groups/218038742067121/permalink/1858224708048508/>
- New NAR Lawsuit -
[C:\Users\MarcieTeague\Documents\Forms\NAR SETTLEMENT, UPCOMING CHANGES.pdf](#)