



New Associate Orientation List
 (To be completed within 5 days of association)

 Name of Sales Associate

Administrative: * Contact Jan at ext. 377 or Tony at ext. 318.

(Initial and completion date or N/A)

1. Review and complete the following documents:

	Date or NA	Jan/Tony
A. Application for Real Estate Associate	_____	_____
B. Agreement for Hire (Independent Contractor Agreement)	_____	_____
C. Policy & Procedures Guide	_____	_____
D. Sales Associate Orientation List	_____	_____
E. NRES Commission Plan	_____	_____
F. NRES Sales Associate Profile	_____	_____
G. Sales Associate Vacation Notice	_____	_____
H. Business Account/Order Form (with check or charge card for payment)	_____	_____
I. Business Card Order Form	_____	_____
J. Personal Signs (if applicable)	_____	_____
K. Transfer and Drop Notice (if applicable)	_____	_____

2. New Associate Start-Up:

A. Complete licensure & membership changes:		
1. Real Estate Division	_____	_____
2. Nevada State Business License	_____	_____
3. GLVAR (Greater Las Vegas Association of REALTORS®)	_____	_____
B. Complete W-9 Form	_____	_____
C. Submit Articles of Incorporation (PC or LLC Tax ID verification)	_____	_____
D. Complete Agent Questionnaire for Lucero Summit Startup	_____	_____
E. Submit copy of Drivers License	_____	_____
F. Submit copy of Social Security Card	_____	_____

3. Marketing / Website / Accounting Department / IT Dept / Admin

Date or NA Administrator

A. Agent entered in Lucero (admin)	_____	_____
B. Prepare 50 temporary business cards for agent (admin)	_____	_____
C. Prepare Welcome Cards (admin)	_____	_____
D. Turn proof of insurance w/NRES named as a co-insured (admin)	_____	_____
E. Name Badge (to marketing)	_____	_____
F. Magnetic Car Signs (to marketing)	_____	_____
G. Agent to email bio & photo (to marketing)	_____	_____
H. Access Request Form (email to IT Dept & accounting)	_____	_____
I. Copy of Agent Lucero print out (to accounting)	_____	_____
J. Copy of Business account/order form (to accounting)	_____	_____
K. Payment for new hire (to accounting)	_____	_____
L. Copy of Articles of Incorporation if applicable (to accounting) (L)=PC or LLC Tax verification	_____	_____