

# New Associate Orientation List

(To be completed within 5 days of association)

Name of Sales Associate

## Administrative:

- |  | (Initial on completion) |             |
|--|-------------------------|-------------|
|  | Sales Assoc.            | Admin       |
| 1. Review and complete the following documents:  |                         |             |
| A. <b>Application for Real Estate Associate</b>  | _____                   | _____       |
| B. <b>Agreement For Hire</b> (Independent Contractor Agreement)  | _____                   | _____       |
| C. <b>Policy &amp; Procedures Guide</b>  | _____                   | _____       |
| D. <b>Sales Associate Orientation List</b>   | _____                   | _____       |
| E. <b>NRES Commission Plan</b>   | _____                   | _____       |
| F. <b>NRES Sales Associate Profile</b>   | _____                   | _____       |
| G. <b>Sales Associate Vacation Notice</b>  | _____                   | _____       |
| H. <b>New Associate Business Account/Order Form</b><br>(Complete with check or charge card for payment acknowledged) | _____                   | _____       |
| 2. Place orders for the following:   | Admin.                  | Date Rec'd. |
| A. <b>Name Badge</b>   | _____                   | _____       |
| B. <b>Personal Signs</b> (if applicable)   | _____                   | _____       |
| C. <b>Magnetic Car Signs</b> (if applicable)   | _____                   | _____       |
| D. <b>Sonitrol Key</b>   | _____                   | _____       |
| E. <b>Business Cards</b> / Las Vegas Printing Press  | _____                   | _____       |

## New Associate Start-Up:

- |  | Sales Assoc. | Date Rec'd. |
|--|--------------|-------------|
| A. Complete licensure & membership changes:  |              |             |
| 1. Real Estate Division  | _____        | _____       |
| 2. Nevada State Business License   | _____        | _____       |
| 3. GLVAR (Greater Las Vegas Association of REALTORS®)  | _____        | _____       |
| 4. Henderson Business License  | _____        | _____       |
| B. Turn in proof of insurance w/NRES named as a co-insured   | _____        | _____       |
| C. Complete W-9 Form   | _____        | _____       |
| D. Complete Agent Questionnaire for Lucero Summit Startup  | _____        | _____       |
| E. Submit copy of drivers license and social security card or<br>Articles of Incorporation if S.A. is a corporation<br><i>(Note: Items C, D, &amp; E go to the accounting dept. before any checks are printed)</i> | _____        | _____       |

## Office Set-up:

- |   | Admin. | Agent Rec'd. |
|---|--------|--------------|
| A. Assign phone # /ext, fax #, security password      | _____  | _____        |
| B. Set up computer w/MLXchange, SalesTraQ, etc.       | _____  | _____        |
| C. Verify Email, fax, printer set-up, etc. is working | _____  | _____        |

## Technology:

### Integrated Technologies & Security (Kenneth)

- |   | Kenneth H. | Agent Rec'd. |
|---|------------|--------------|
| A. FOB (Prepare Agent interior access key & record key #) | _____      | _____        |
| B. Connect agent to office computer systems               | _____      | _____        |
| C. Process Authorization Form / New Hire checklist signed | _____      | _____        |

### Web-site / Marketing (Nichole)

- |   | Nichole | Agent |
|---|---------|-------|
| A. Prepare 50 business cards for agent                      | _____   | _____ |
| B. Agent to email bio & photo to Nichole                    | _____   | _____ |
| C. Nichole to prepare W.C. for Jan/Mike                     | _____   | _____ |
| D. Nichole to verify agent access to NRES Website/SalesTraQ | _____   | _____ |