



Besmatch Real Estate

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AGENT TRANSITION CHECKLIST

	<i>Agent Signoff</i>	<i>Responsible Party</i>	<i>Date</i>	<i>Mgt.</i>
1) Complete Licensing Folder & Commission Agreement				
2) Update Front Desk (check off as completed) - Phone List ____ - Besmatch AOL (Haniff Email) ____ - Assign Seating ____ - Assign Extension ____ - Extension List ____ - Assign Email ____ - Besmatch Outlook ____				
3) Email Announcement to Our Agents				
4) Introduction to Management & Staff				
5) MLS (check off as completed) - Join or change association ____ - Picture ____ - Bio ____				
6) Business Cards				
7) Username & Passwords for the following: (check off as completed) - Besmatchrealestate.com ____ - Realtor.com ____ - VLS ____ - Remote Login ____ - Copy Machine ____				

AGENT TRANSITION CHECKLIST (CONTINUED)

	<i>Agent Signoff</i>	<i>Responsible Party</i>	<i>Date</i>	<i>Mgt.</i>
8) Policy & Procedure Manual				
9) Copy of Logo for Marketing				
10) Provide List of Vendors				
11) Order Name Badge				
12) Forms and Resource Area Orientation				
13) Management & Leadership Chart				
14) Training Program Outline				