

NEW AGENT CHECKLIST

Please complete/provide the following items:

Item	Action	Complete
<i>Forms</i>		
Agent Info Profile	Agent completes profile	
	Agent returns to Susan Craft	
Independent Contractor Agreement	Agent Signs	
	Agent returns to Susan Craft	
W9	Agent completes and signs	
	Agent returns to Susan Craft	
DRAR New Member Form	Agent completes and signs	
	Agent returns to Susan Craft	
	BIC signs	
	Susan Craft sends to DRAR	
Triangle MLS Subscriber Application TMLS Sentrilock User Agreement Schedule of Fees and Payment	Agent completes and signs	
	Agent returns to Susan Craft	
	BIC signs	
	Susan Craft sends to TMLS	
Privilege License	Agent completes and signs	
	Agent returns to Susan Craft with check	
Real Estate Pocket Card	Agent provides copy to Susan Craft	
Automobile Proof of Liability insurance including coverage amounts	Agent provides copy to Susan Craft	
<i>Marketing</i>		
Photo for Business Card & PSCP.com	Agent sends photo to Stacy Herring	
Provide bio for website	Agent sends bio to Stacy Herring	
Order Name Tag (If name tag is desired)	Contact Tri-City Signs & Awards: tricitysigns@nc.rr.com 919-493-3983	

Important websites:

Peak Swirles & Cavallito Properties — www.pscp.com

Durham Regional Association of Realtors® (DRAR) — www.durhamrealtors.org

Triangle MLS (TMLS) — www.trianglemls.com

NC Real Estate Commission — www.ncrec.gov