

SohiRealty Agent Training Checklist



	Yes / No	Date completed
License info		
Icola account		
Office policy		
Office tour		
Signed contract along with the commission agreement		
Email Set up		
Business card info, picture, - order		
Realcomp training		
GMAR online		
Showing time/showing desk		
Buyer's Agent		
Buyer forms		
Buyer qualification		
Buyer agent agreement		
Buyer questionnaire		
How to search listings, email set up, carts, market watch, cma, absorption rate		
Purchase agreement		
Clauses for purchase agreement		
Offer presentation		
Closing worksheet		
Title		
Mortgage 101		
Legal hotline		
Seller forms		
Prelisting presentation		
Open house guidelines		

Seller worksheet		
HUD 1		
Seller/ buyer feedback		
Goal, courteous service		
Lease		
Homepath.com		
Hudhomestore.com		
Google Drive / One Drive		
FHA- approved condos- entp.hud.gov		
Advertising Profile on the following		
Sohirealty.com		
Google.com		
Homes.com		
Realtor.com		
http://realcomp.moveinmichigan.com/Links/AgentLinks/Settings.aspx		
Zillow.com		
Marketing-		
Redx		