

10 STEP AGENT CHECKLIST

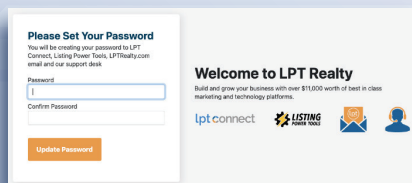
1



Complete Automated Systems Set Up

Upon approval of your executed ICA, you will receive an email instructing you to create your password and all of your systems will be automatically set up for you. Including: LPTConnect, DotLoop, Listing Power Tools and Recruiting Website.

☐ Create your password.



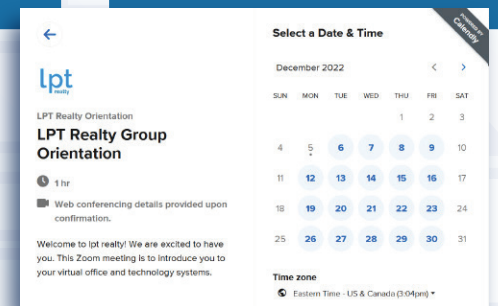
2



Schedule Your Orientation

It's a one-hour orientation over Zoom where you learn important information about the brokerage, our systems, our support, our education and how to monitor transactions. This link may be found in the LptConnect knowledge base.

☐ Register for Orientation



Activate your Listing Power Tools



4

Congratulations, you get FREE Listing Powerpacks on every listing - 168 pieces of marketing featuring you and the listing with text capture integration. Complete your set up and order your free sample Listing Powerpack. LPT offers different LPT Powerpacks and marketing tools like direct mail postcards, digital advertising packages and more.

☐ Order Your Sample



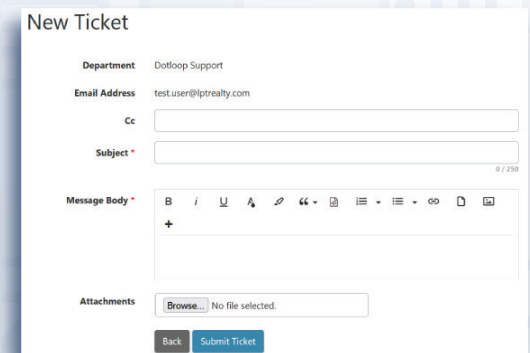
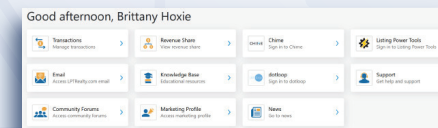
Submit a Ticket



3

Submit a sample ticket to just say "Hi!" and see how the system works. Get answers and help quickly. Behind the scenes, every inquiry triggers a ticket. Ticket routing rules send the inquiry to the correct staff for a timely and accurate response.

☐ Submit a Ticket



5

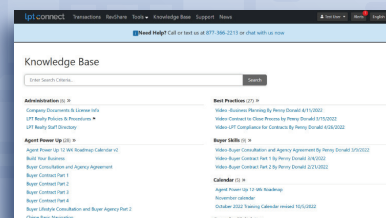


Access the Knowledge Base

Watch Robert Palmers Listing Power Tools Listing Presentation Video which explains how you can use Listing Power Pack & accompanying tools to drive more business.

Use the search bar to query any subject to find the knowledge you seek 24/7

☐ Watch Listing Presentation Video

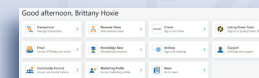


6



Build Your Marketing Profile with Dezzy

LPT Realty provides a variety of marketing tools which are personalized to your preferences using our proprietary AI - Dezzy. Quickly size your photos, choose colors and make other selections to build and order your personalized marketing tools.



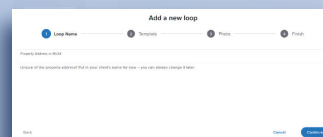
Complete a Loop



8

All files are submitted via DotLoop for compliance review at LPT Realty. To make sure you are prepared to submit your first deal with LPT Realty, complete a test Dotloop. Submit a ticket for instructions on how to submit a loop and/or watch the knowledge base videos: Commissions, DotLoop, DA's and how to get paid - DotLoop Start to Finish (videos in the LptConnect knowledge base)

☐ Create a Test Loop



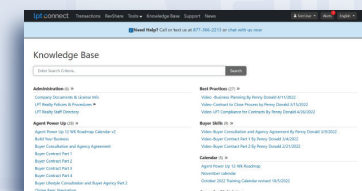
Register for All Available Training



7

Lpt Realty has a huge on demand library of training available 24/7, a live training monthly calendar from our Education Director, the Executive team and several other subject matter experts. There is also an Agent Power Up road map to help agents succeed. Please look for this training in the LptConnect knowledge base and watch for your weekly emails from updates@lptrealty.com (mark as safe sender)

☐ Submit a Ticket or Register



9



Register for Weekly Online Events

Our weekly online event series are open to all LPT agent. Check your emails for Updates@lptrealty.com correspondence (mark as safe sender). Attendance to Motivational Monday is recommended. Learn about important company news and weekly updates every Monday at 10AM EST for 30 minutes on Zoom. Add Motivational Monday to your calendar.

☐ Register for Events



10



Post into the Community

Community Forum is an information sharing network for LPT Agents. Create a thread. Choose the "All 10 Complete" category. Enter your name in the title and introduce yourself to LPT Realty by typing a message and let us know you have completed all 10 tasks.

☐ Announce Yourself

