



## **ONBOARDING CHECKLIST**

### **FILE FOR TRANSFER OF OFFICE OR REQUEST TO BE AN AGENT WITH OUR OFFICE WITH STATE (PALS WEBSITE):**

- You will need to login pals: [www.pals.pa.gov](http://www.pals.pa.gov)
- You need to name Acre and Estate as your Brokerage - RB069907
- You will pay a transfer fee if you are a transferring agent (20.00 one time fee)
- You will pay your initial states fees if you are a new agent (150.00+/- one time fee)
- If you are a new agent you will need to upload your paperwork from your classes, your paperwork showing you PASSED your NATIONAL and STATE exam. It will also promote you to do a Criminal Background check.
- Broker Approval needed - please inform us after you pay and get to the "pending review" page so we can approve you.

### **GLVR MLS**

- Paperwork will be sent to GLVR - the day of sign-up (unless otherwise noted) - Please note you must pay GLVRs Fees w/in 48 business hours if you are a new agent
- Transferring agents will not have a charge unless you owe money to GLVR
- GLVR will update your info you will not need to update anything

### **TO DO**

- Fill out website document we gave during sign-up** - forward to admin to add to your website (don't forge your BIO!)
- Professional headshot - free for Acre and Estate agents in-house. You will need this above completed to create your online profiles / Introductions and Business Cards - please contact HP Media for the Free Headshot. If you choose a more professional shot - please see admin for other suggestions.
- Decide what email you will be using for business (gmail is suggested)
- Get Onboarded with Systems - Skyslope, FollowUpBoss etc.

### ONCE TRANSFERED:

- Read welcome email and write down all logins and passwords

### CREATE OTHER ONLINE PROFILES:

- Make sure your website through Acre and Estate is complete and to your liking**
- Realtor.com
- Zillow
- Facebook business pages (place of employment, about you, etc)
  - Acre and Estate must be present on your business social media pages. This is state policy. The consumer should be able to access Acre and Estate information within two clicks.
- Google Business Page
- LinkedIn
- Other \_\_\_\_\_

### MISCELLANEOUS:

- Skyslope NOW HAS ALL THE PAR FORMS
- Update your voicemail and email signature (we can make you a signature if you need one)
- make sure to order business cards
- Order yard signs/riders we recommend:  
<http://www.express-signoutlet.com> - 610-336-9636 - 4865 Hamilton Blvd.  
Allentown
- It is important that you send any proofs of your business cards/yards signs etc to a member of Management or Broker before you pay and order. This is important to make sure you are compliant with both the local MLS, PAR and NAR.
- Announce your move to past clients via email, social media, mailers etc.
- Learn office keypad for doors, alarm system and shed combo

**TITLE INFO:**

Title Services:

Bowman Arrow  
Freddy VAsta - [freddy@bowmanarrow.com](mailto:freddy@bowmanarrow.com)  
267-374-1019

Mortgage Services:

Cross Country Mortgage - Giglio Group  
Eric Nagle - [Eric.Nagle@ccm.com](mailto:Eric.Nagle@ccm.com)  
610-217-0012  
Chelsey Giglio - [chelsey.giglio@ccm.com](mailto:chelsey.giglio@ccm.com) (Spanish Speaking)  
484-866-6397

**Acre and Estate**

**622 Linden St.**

**Bethlehem PA 18018**

**Office: 610-936-9953**

[www.acreandestate.com](http://www.acreandestate.com)

**Personal INFO:**

License # \_\_\_\_\_

NRDS # \_\_\_\_\_

YOUR BUSINESS EMAIL \_\_\_\_\_

YOUR BUSINESS PHONE # \_\_\_\_\_

Website URL \_\_\_\_\_

**Office Keypad # 0713**

**WIFI Password: 1112022linden**

**Welcome to Acre and Estate**