

**New Agent Training Syllabus**

* **Navigating FLEX**: MLS Basic Search/Forms
* **Saved Search Templates & Saved Subscriptions**
* **Creating Momentum in YOUR Business: Don’t be an Undercover Agent**
  + Sphere of Influence
  + Facebook
  + E-Newsletters
  + Farming
* **Agency Relationships**
* **Creating CMA’s**: (and How to Present Them)
* **Buyer Consultation**
* **Purchase Agreement:** (and Supporting Forms)
* **Tasks of a Buyer Agent**
* **Listing Agreement:** (and Supporting Forms)
* **Other Listing Activities**
  + Photos
  + Measuring
  + Marketing
* **I have an Accepted Offer!** (**…**Now What?)
  + Inspections
  + Financing, Appraisal
  + Title Commitments
* **Clear to Close!** (...Now What?)
  + Understanding the Settlement Statement
  + Tax Prorations
  + Closing Documents
* **Using the Home Warranty**
* **Title 101**
* **Using EXIT’s Resource Center**
  + How To’s of Sponsoring & Growing your Residual
  + Expert Marketing Suite
  + Presentations, Listing and Buyer
  + Mobile Business Cards
  + GeoLocation sign riders
  + Get EXITized!
* **Dropbox**
* **Useful Apps**
  + HomeSnap/ShowingTime
  + Authentisign
  + Transaction Desk/Templates
* **Ongoing Mentoring/Accountability Groups**
* **Facebook/Social Media Marketing**

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