

Welcome to Florida Future Realty

Getting Started Checklist!

- ☐ Join the Ft. Myers Board
REALTOR® Association of Greater Ft. Myers and The Beach, Inc.
2840 Winkler Ave.
Ft. Myers, FL 33916
(239) 936-3537
 - ☐ If new to the board please sign up for their MLS Training sessions.
- ☐ Pay all Realtor Fees at local board
 - ☐ NAR
 - ☐ FAR
 - ☐ Ft. Myers Board
 - ☐ MLS
 - ☐ Supra Key

☐ Business Cards:

We prefer

Business Etc
Armando Nargi
15270 Cricket Lane
Ft. Myers, FL 33919
(888) 533-2086 Tel
www.BusinessEtc.com
Email: Artwork@BusinessEtc.com

Pioneer Printing & Signs:
Jacquie Reagan
424-B SE 47th Terrace
Cape Coral, FL 33904
(239) 541-2679 Tel
<http://www.pioneerprinting.info/>
E-Mail: info@pioneerprinting.info

They will need:

- Photo
- Phone Number
- Email and website address
- \$60-100 for 1,000 cards (sometimes on sale)
- \$20 for name tag (optional)

Tell them you are with Florida Future Realty and to use our background.

- ☐ Set up profile on <http://Listingbook.com>:
Basic profile is free
Upgrade is \$14.95/month
- ☐ Become familiar with our listings.
Many of our buyer calls are calling with questions on our listings
- ☐ E-mail us a small bio and nice picture to add on to our website at <http://FloridaFutureAgents.com>
- ☐ Set up a profile on <http://FloridaRealtors.org>:
 - ☐ Learn transaction desk

STOP After the above is completed:

- ☐ Schedule training sessions w/Susan to go over forms
- ☐ An e-mail will be set up for you, it is there if you need it
Ex: JohnSmith@FloridaFutureAgents.com

Leads

- ☐ Complete Lead Request Form & return to lead manager if you would like to be on the list to receive leads

Office Supplies and Procedures

If you would like a private desk there is a monthly charge
Only print in **Black and White**, color prints are \$1 per page

- ☐ An e-mail will be set up for you, it is there if you need it
Ex: JohnSmith@FloridaFutureAgents.com

- ☐ If you would like a 1parkplace website there is:

- ☐ \$100 setup fee
- ☐ \$100/month
- ☐ I will need:
 - ☐ Cell phone
 - ☐ E-mail
 - ☐ Domain Name

Listings and Buyers

New Listings:

All documents must remain at the office
Listing agreement must be signed by broker (Susan) and signed copy returned to the seller within 24 hours
We need showings instructions for each listing including seller or tenant contact information.
We need all seller's contact info
ALL FILES STAY IN OFFICE IN FILING CABINET
We need 1 key at the office and one key in a lockbox at the property

Buyers:

Contract in office in folder in filing cabinet including all addendums and disclosures
Need buyer contact info
ALL FILES STAY IN OFFICE IN FILING CABINET

For Commission Check we need:

- ☐ Tracker Form
- ☐ Hud 1
- ☐ Contract including all addendums and disclosures
- ☐ *Checks will not be issued until the file is complete

Tech Support:

If you need any help with your computer problems please contact FAR Free Tech Support at 1 (407) 587-1450

Frame and Hanging For Sale signs/ Name Riders

We prefer Priority Signs:

Pete Benson
Priority Sign
4832 Candia Street
Cape Coral, FL 33904
(239) 541-3278
<http://www.prioritysign.net/>
E-Mail: info@prioritysign.net

- All Florida Future Realty, Inc. signs must be signed out (sign out sheet is in the front office)
- \$25 fee if sign is damaged or lost
- You can order your own signs or riders (must be office approved)

Lock Boxes

Must have your own lock boxes (can be purchased at local board)

Maps

Maps are available for \$1 each at our office or at local board

Coffee

Coffee is available for you and your customers for \$1 per cup

Housekeeping

Trash

Please put food items in trash at the end of everyday
Please empty all trash cans at the end of the week
We do NOT have a dumpster outside

A/C

77 degrees at the end of every work day
78 degrees on the weekends

All lights turned off at the end of the day
Open sign turned off at the end of the day
All doors locked

Parking

Please park in the back on meeting days
Take 28th Terrace, turn into alley behind Circle K