

BBOR New Realtor Checklist

Congratulations on earning your real estate license and thank you for joining the Bloomington Board of Realtors. Getting started in this business can be a bit overwhelming, so we created this checklist to help keep you organized and on track with your responsibilities.

Complete the Paragon MLS Online Orientation **as soon as you have access to Paragon and prior to entering any listings/data** (see instructions attached to your welcome email)

Complete NAR's [Code of Ethics](#) (Online) class + Send Certificate of Completion to info@homefinder.org **Deadline is 24hrs prior to Day 1 of your orientation**

Familiarize yourself with the IRMLS Rules and Regulations, the BBOR Fine Structure, BBOR's Bylaws, and BMLS local options addendum as well as NAR's Code of Ethics and Professional Standards (also in your welcome email)

RSVP and attend New Realtor Orientation **within 6 months of becoming a BBOR member**. Orientation is held quarterly in January, April, July & October

Watch the following welcome and instructional videos **prior to the start of orientation**

MLS Rules and Regulations (27:04)

<https://youtu.be/dVMFRaDoj7E>

NAR Membership Welcome (8:58)

<https://www.youtube.com/watch?v=T4TVX84mjGI&list=WL&index=4>

Realtor Trademark (3:55)

[https://www.nar.realtor/videos/window-to-the-law/new-membership-marks-manual-for-the-realtor-trademark?AdobeAnalytics=ed_rid%3D3405855%26om_mid%3D5990%7CMembersEdgeNews_2022_01_06_Brokers%26om_ntype%3DMEMBER%27S%20EDGE%20\(news\)](https://www.nar.realtor/videos/window-to-the-law/new-membership-marks-manual-for-the-realtor-trademark?AdobeAnalytics=ed_rid%3D3405855%26om_mid%3D5990%7CMembersEdgeNews_2022_01_06_Brokers%26om_ntype%3DMEMBER%27S%20EDGE%20(news))

My RPAC Why by Leigh Brown (7:22)

<https://vimeo.com/showcase/6816281> Password: RPAC2020

After completing orientation, **attend the next BBOR Induction Ceremony** to recite the pledge and receive your Realtor plaque

Additional Suggestions and advice for new members

- Communicate regularly with your managing broker. No matter how large or small your brokerage is, your managing broker is ultimately responsible for your dealings as an agent. They should be your first point of contact and resource for questions you have as you develop as a real estate professional.

- Enlist the support of a colleague as a personal mentor. Your pre-licensing classes paired with orientation taught you a lot of what you need to know, but there is so much more you'll need to learn "on the job." Having someone you feel comfortable going to with questions as you get started is key to your success.

- Get involved in your community and engage with your local Board of Realtors to network as much as you can with other agents and affiliates. This business is all about relationships. The more people you interact with, the more you will learn and be able to better serve your future clients. Don't worry about being new. Other agents are happy to see eager new faces. They want you to be well educated in the business so that future deals will go smoothly.

- Read your emails! BBOR uses your @homefinder.org email to communicate important information to membership on a frequent basis. If you do not regularly access this email, please contact Consultech about having it forwarded to an email that you do check regularly

- Stay up to date on your Continuing Education (CE) and Code of Ethics (COE). You are required to complete a certain number of CE hours each year and after your initial COE training you must renew this every 3 years. For more info on CE requirements, visit the Indiana Professional Licensing website: <https://www.in.gov/pla/professions/indiana-real-estate-commission/continuing-education-requirements/>

- Don't be a stranger. The BBOR staff is here to support you as a Realtor. If you have ideas or questions you want to share with us, stop by or give us a call anytime.