



IURA New Realtor® Checklist

Congratulations on earning your real estate license and thank you for joining the Indiana Uplands REALTOR® Association. 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.**

Complete NAR's [Fair Haven](#) (Online) simulation course + 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 IURA Fine Structure, and IURA's Bylaws 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 IURA member.** Orientation is held quarterly throughout the year.

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

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

Indiana Uplands REALTOR® Association

Address: 320 W. 8th St. Suite 216 Bloomington, IN 47404 | **Email:** info@homefinder.org | **Phone:** 812-339-1301

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 Realtor® Association 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 and connect with us on social media. IURA's main method of communication with members is via email. The monthly newsletter plus our private Facebook group are additional ways to stay engaged and informed about important events, requirements, training, and other board news.

- Stay up to date on your Continuing Education (CE) and Code of Ethics (COE). You are required to complete 12 hours of CE each year. You must take 3 hrs. of COE and 2 hrs. of Fair Housing training 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 IURA 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.

Indiana Uplands REALTOR® Association

Address: 320 W. 8th St. Suite 216 Bloomington, IN 47404 | **Email:** info@homefinder.org | **Phone:** 812-339-1301