

EQUITY NORTHWEST REAL ESTATE

MUST-KNOWS

Office Access

We keep a Supra lock box by our back office door at all times to allow 24/7 access to the space. The building should be unlocked during regular business hours if someone is there, but if you need access to the building and it is locked, use your supra key to open the lockbox. Please be sure to always lock the office door behind you and turn off the lights if you are the last to leave the space.

Internet & Printer

There is a sign on top of the bookshelf in the agent workstation room with the wifi network name and password. Each agent is allowed 50 color copies and 100 b/w copies per month. Once you reach 10 transactions, your copies are free.

Scheduling Meetings

Please reach out to Whitney at whitney@kitfitzgeraldteam.com if you wish to schedule a meeting with Kit. Whitney keeps Kit's schedule, so she will be your best resource for scheduling time with Kit.

Miscellaneous Items

Please be courteous of others using the office space. Please help yourself to coffee, water, etc which can be found in the kitchen. Clean up after yourself and leave the space as you found it. If you have an issue with printer or internet connectivity, please reach out to Whitney if it is during business hours. Otherwise, all technical questions can be directed to the Idaho REALTORS® Tech Helpline: 877-573-8104.

Most communication with our branch is handled via email and Slack, and more specifically, in the weekly newsletter. Be sure to read and save each newsletter so you can refer back to it if needed, and check Slack regularly for updates. Be sure to get familiar with our company systems and programs, specifically Slack and Equity Elevate, so that you are in the loop on what's going on and what's available to you.