

TIPS FOR **SUCCESS** WITH EQUITY NORTHWEST REAL ESTATE

- Familiarize yourself with the tools on Elevate
- Familiarize yourself with Form Simplicity
- If you have a contract question, contact your broker
- If you have an administrative question, contact your broker's assistant
- Be sure to read and save the weekly newsletter

TIPS TO MAKE SURE YOU GET **PAID**

- When a contract is written or received, notify your broker and broker's assistant via email with the date and property address.
- On your contracts, please select the appropriate box wait to collect Earnest Money until after the contract has been accepted. Deliver directly to the Title Company and get a receipt.
- Consistently upload all documents to Form Simplicity. Submit for Broker Review once you are through the Appraisal process in your transaction. For Listing Packets, those can be submitted once the property has been listed.

- Keep your forms in Form Simplicity organized. Once you have several forms, it will get confusing if you are not naming them accordingly and deleting anything unnessecary.
- Upon funding on a property, verify that your Broker Reviews are Locked, and send your complete merged packet to your Broker's assistant to be submitteed to Equity Corporate for payout.
- If you terminate a contract, please notify your broker.
- We recommend that you keep your own cloud storage, such as Dropbox. Because all of the forms providers are 3rd parties, it's in your best interest to always keep your own backup.
- Be sure you know the forms. Read them multiple times, watch the videos on Idaho REALTORS website, and practice presenting them. You don't need a real client, just pretend. If you don't know how to present, be sure to ask for help.
- Each July when the forms are updated, download a fully copy of all blank forms for your records. This ensures that in a technology failure, you can always sell a home.
- Communication is key. When in doubt, over communicate!