

EQUITY NORTHWEST REAL ESTATE

MUST-KNOWS

Office Access

We keep a Supra lock box to the right of our office door at all times to allow 24/7 access to the space. We work in the office most weekdays during business hours, but not always. You are welcome to the office anytime you need it. 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. We do not have permits to park in the lot behind the building, so please utilize the street and front of the building parking.

Internet & Printer

There is a sign near the printer with the wifi network name and password, as well as instructions on how to use the printer and scanner. 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.

Sales Meetings & Trainings

We hold regular Sales Meetings and Trainings each month. None are required, however, we highly encourage you to come to any that you can so you're receiving the most current data and information on a regular basis. You can view the schedule at www.EquityMeridian.com on the Events Calendar.

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, Slack and Text messaging. Be sure to read/watch and save any newsletters we send out and check Slack regularly for updates. You'll want to get familiar with our company systems and programs so that you are in the loop on what's going on and what's available to you.