



New Agent Prerequisite Assignment

To ensure our office has the best-trained agents and can properly represent clients, you must complete this assignment within your first 30 days at the brokerage and have it reviewed and approved by your mentor.

Completing this assignment makes you “Open House Certified”!

It also gives you the right to show property to buyers or host an open house without a senior agent present.

NOTE: Until this assignment is completed, you cannot write an offer OR sign a listing or buyer representation agreement without a senior agent co-signer.

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Summary of Tasks:

1. Complete five required classes
2. Shadow a senior agent (not another agent in the PC program) at an Open House
3. Participate in a Broker’s Tour or Caravan
4. Develop your Value Proposition
5. Visit a property and prepare a fictional Purchase Agreement (offer) for that property
6. Explain the offer to your Mentor as if they were a first-time Buyer of the property
7. Once your Mentor feels you have completed ALL of these tasks adequately:
 - a. Complete the final page of this form
 - b. Sign it
 - c. Have your mentor sign it.
 - d. Email a copy of the last page to PC@kwadvisorseastbay.com

<See next page for detailed instructions for each task>



Here are the details of the assignment:

1. Complete five required classes.

ALL of these required classes may be attended live in person or via zoom when offered at the brokerage OR you may access recent recordings which are located on the Agent Portal, under Productivity Coaching/Class Recordings)

- a) **RPA Overview (Contracts) Class** Here you will learn how to explain the purchase agreement to your clients. Enter the name of the instructor and the date you attended the class on the last page of this form. It is strongly recommended that you attend this class live, and at least two or three times.
- b) **Disclosures Class** Here you will learn about all the required transaction disclosures necessary to complete a transaction. Enter the name of the instructor and the date you attended the class on the last page of this form.
Want more? → Watch recorded class on how to review/understand a disclosure package here: https://youtube.com/live/US0cP_0gdGc?feature=share
- c) **CMA Prep Class** Here you will learn how to figure out a recommended offer price and be able to present it to your client. Enter the name of the instructor and the date you attended the class on the last page of this form.
- d) **Residential Listing Agreement (RLA) Class** Here you will learn how to explain this agreement to your clients. Enter the name of the instructor and the date you attended or watched the class on the last page of this form.
- e) **So You're in Escrow – Now What? (“From Contract to Close”)** This class walks you through all the basic steps to take from when an offer is accepted until you get paid!

2. Shadow at least one senior agent at an Open House

- a) Contact your Mentor or any other senior agent who has an open house coming up that they themselves are hosting to arrange this shadowing assignment. Although preferred, it does not have to be an agent at our office.
- b) Attend the **Open House** and watch. You are not there to lead generate. Observe how the experienced agent conducts an open house and see how they manage outside signage; engage with visitors; prepare the house; and present marketing materials.

Want more? → Repeat with another agent for a different property



3. Participate in a Broker's Tour or Caravan

- a) Use the MLS to identify broker tour or caravan dates/times.
- b) Attend at least one Broker's Tour or Caravan. View at least 10 properties. Ideally, choose a wide variety of neighborhoods and property types.
- c) If necessary, attend a second broker tour OR view additional properties as per MLS viewing instructions to complete this requirement.

4. Develop Your Value Proposition

- a) Study and memorize all the different things buyer and seller agents do for their clients
→ Watch video: [Working With Buyers - Features and Benefits](#)
- b) Access the KW resources at this link: [Value²: How to Articulate Your Value to Your Clients](#) on KW Connect and study the recording; slide deck; and reader's guide.
- c) Consider the question from a potential client: **Why should I hire you?**
→ Develop at least one skill, talent, or service that you will highlight as an answer to this question. The more this answer conveys a unique service offering other agents don't or can't offer, the better you can differentiate yourself with potential clients.
- d) Practice sharing your value proposition with your conversation/dialogue partner; Mentor; PC and others until you can convey it clearly and confidently in 60 seconds or less

5. Prepare a Fictional Purchase Agreement

- a) Select a property (from our office) for which you want to write your fictional offer
- b) Preview the property **in person** via Broker's Tour, Open House or via a private showing that you arrange as per the MLS showing instructions

NOTE: This is a REQUIRED STEP. Do not write your fictional purchase agreement for a property if you have not viewed it in person and completed the other steps in this section!!

- c) While you are at the property, complete an Agent Visual Inspection and document your observations using the ZipForms Form "Agent Visual Inspection Disclosure". Please see the Agent Portal Toolkit link: "AVID: Tips for completing the Agent Visual Inspection Disclosure" for guidance.

→ Review your AVID with your Mentor

- d) Request & Review the disclosures for the property you selected in the previous step by requesting them as per the instructions in the MLS.

Discuss the disclosure package with your mentor.

- a. What mandatory disclosures might be missing?
- b. What is the relevant information you discovered?
- c. What concerns would you want to discuss with your buyer?
- d. What other paperwork, besides the contract itself, belongs with the offer?



e) Reach out to the Listing Agent with any questions you have about the property or the sale. (Be sure to tell them that this is not for a real client!)

What questions will you ask the listing agent? (Doing your due diligence is critical to addressing the sellers' wants/needs)

- a. What is the seller looking for in an offer?
- b. What's important to them?
- c. How much interest has there been in the property?
- d. Do they need a rent back?

f) Complete a CMA for the property to understand comparable sales.

Discuss your CMA with your mentor.

- a. What search criteria did you use?
- b. What properties did you consider the best comps?
- c. What properties did you reject as being less useful as comps?
- d. How did you arrive at the recommended purchase price range?

g) Complete a Residential Purchase Agreement form (RPA) via ZipForms. Your mentor should be specified as the buyer in the contract.

h) Use the ZipForms digital signing service (via the e-sign link) to appropriately tag all the fields and send the contract out for digital signatures. Verify all the tags for signatures/dates/etc are done correctly.

i) Alert your mentor that you are sending them the fake contract for their signature.

j) Present the complete offer package to your mentor as if they were a first-time buyer for review, feedback, and acceptance. Your mentor may choose to review it with you PRIOR to (or instead of) signing it themselves.

<See next page for Statement of Completion form>



Statement of Completion of New Agent Prerequisite Assignment

The Assignment is NOT complete until this Statement is completed and emailed to the Productivity Coach!

1. Please enter the information requested
2. Sign where indicated
3. Have your mentor sign where indicated
4. Send the completed form to your Productivity Coach at: pc@kwadvisorseastbay.com

Your Name:: _____
<Print Name>

Attended Contracts Class:

Date: _____ Instructor: _____

Attended Disclosures Class:

Date: _____ Instructor: _____

Attended CMA Prep Class:

Date: _____ Instructor: _____

Attended Residential Listing Agreement (RLA) Class:

Date: _____ Instructor: _____

Attended "So You're in Escrow - Now What" Class:

Date: _____ Instructor: _____

MENTEE ATTESTATION: I have completed ALL of the steps of the New Agent Prerequisite Assignment in a competent manner and reviewed it with my Mentor. I am now able to explain the purchase agreement contract and prepare a professional and acceptable offer for a real client.

Mentee (signature) Date

MENTOR ATTESTATION: The Mentee has completed ALL of the steps of the New Agent Prerequisite Assignment in a competent manner and reviewed it with me. The Mentee is now able to explain the purchase agreement contract and prepare a professional and acceptable offer for a real client.

Mentor (signature) Date