

New Agent In-Processing Check List: this is a timeline for new agents to follow

1. Set Up Financial Accounts (Recommended)

- Open a **checking, savings, and credit card used exclusively for real estate.**
Why: Makes taxes easier by keeping expenses separated.
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2. Schedule and Complete Licensing Classes

- **Pre-Exam Course (48 hours) – \$400**
 - Recommended: Career Education Systems (in-person, fast-track)
 - <https://www.careereducationsystems.com/>
 - We don't receive any kind of compensation from them, we've just had good luck with them as a company.
 - There are of course online versions but they'll take longer
 - **Practice Course (24 hours) – \$200**
 - Covers real-world skills (e.g., signing documents)
 - Again, there are online versions
 - Total Required: 72 hours of education
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3. Go to Your First Class

- Focus only on this course. Don't worry about anything else yet — **just study.**
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4. After Finishing the Pre-License Classes

- Wait for the **email with your exam scheduling link and code** (arrives the day after your final class).
- **Schedule your exam – \$55**

- **Schedule fingerprinting** (school provides registration code)
 - **Get fingerprinted** – \$45
 - Take and **pass your exam**
 - Take your **Practice Course**
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5. Submit Application to the Missouri Real Estate Commission

Bring the following to the MREC:

- Your ID
- Fingerprinting receipt
- Two course certificates (48-hr + 24-hr)
- Test scores
- **\$100 in cash**

They will issue you a **temporary work permit** with a tracking number (used in place of your license number until it's issued).

You can submit it through the mail if you don't want to drive to Jefferson city, but this can take a while.

6. Join KCRAR & Access the MLS

- Use your tracking number to apply for **KCRAR membership**
 - Approval takes a few days
 - Once approved, pay for **MLS access** – approx. **\$880**
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7. Complete Required KCRAR Classes (within 60 Days of Joining MLS)

- Heartland MLS Orientation
 - Fair housing focus course
 - Realtor Code of Ethics course
 - KCRAR New Member Orientation
(All included with your MLS membership)
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8. Set Up Essential Tools

- **Hudlr App** – \$100/year or \$10/month (Optional)
Tracks mileage and expenses — great for tax time
 - **Google Voice (Optional)**
Get a dedicated work number that you can silence on vacation
 - **CRM System (lofty)**
 - **Dotloop Account**
 - **BRG Email**
 - **Supra ekey (\$72)**
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9. Get Marketing Materials Ready

- **Professional Headshots** – \$200–\$300
 - Reach out to UCM's photography students for a cheaper option
 - **Business Cards + Signs** – approx. **\$120**
 - Start with 4 riders and some business cards
 - Riders are not super expensive and you order them at lowensign.com
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10. Set Up Your Online Presence

- Create social media accounts using your **personal email** (not BRG):
 - Facebook
 - Instagram
 - YouTube
 - TikTok
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11. Final Steps

- Your **official license** will arrive via email within **10 business days** after getting your work permit
 - Access it at mopro.mo.gov
 - Print a physical copy for your broker if needed
 - **Get insurance:** General Liability. E&O is provided through BRG – approx. **\$45/month**
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12. Cost Breakdown

- quick list with estimates on costs your first month

48-Hour Pre-License Course: \$400

24-Hour Practice Course: \$200

Real Estate Exam Fee: \$55

Fingerprinting: \$45

Missouri Real Estate Commission Application: \$100 (cash)

KCRAR/MLS Access: approximately \$880

Hurdlr App: \$100/year or \$10/month
Headshots: \$200-\$300
Business Cards + Signs (4 riders): \$120

Supra ekey: \$72
Real Estate Insurance: \$45 (this is monthly)

Total: \$2,317

Brain dumping here:

- Get a checking, savings and credit card for just real estate this makes it easier when taxes roll around. Do this before anything else so you can charge all your real estate stuff there
- Schedule classes. I liked career education systems (they're in a mall) but they're all in person. But you get it knocked out super quick. You take the pre exam course first, this is your 48 hour course. Then you take your test and then go do the practice course (this basically tells you how to sign documents etc) and that's your 24 hour course. And that completed your 72 hours to get licensed. The 48 hour course is \$400 and the 24 hour course is \$200.
- Set up hurdlr. This tracks your miles and expenses and would be good to set up asap so you can track your miles to classes and track your class expenses, because those could be written off on taxes. There are other apps out there, this is just the one i like because you can manage multiple businesses. Its \$100 a year or \$10 a month.
- Set up an appointment with a tax professional to talk about how and what you should be tracking, etc...
- Set an appointment to get pictures taken. You need to get some headshots done for your signs and business cards. Best to get an appointment set up now. Expect to spend around 200-300. Reach out to the photography department at ucm and ask for students, it will be cheaper and youll be helping them build their portfolio.
- Create social media accounts. Use your own email thats not associated with BRG just in case you need to transfer, that way you dont lose acces to your social. Set up a facebook, instagram, youtube and tik tok.
- Set up google voice. This will give you a fake phone number you can use and all your calls and messages will go there. That way you have a work number and a personal number. So if your on vacation, you can just silence google voice.
- Go to your first class (the 48 pre exam) DONT THINK OR WORRY ABOUT ANYTHING ELSE. stuuuudddyyyy
- The day after your last class you will get an email with a link and code so you can schedule your exam. You cant schedule the exam before this. Schedule your test. The test costs \$55
- Schedule an appointment to get fingerprinted (im pretty sure the school has to give you a code of sorts for you to register)
- Go take the exam and pass
- Get finger prints done this costs \$45
- Take your practice course
- Take your id, receipts from finger printing, your two certificates and you test scores and \$100 cash to the missouri real estate commission
- They will give you a temporary work permit. The tracking number can be used in place of your real estate license number
- Sign up for KCRAR membership. It takes them a few days to process your membership and approve it. Use that tracking number when they ask for license number
- Once you're an approved member you can pay for and access your MLS this will be around 1k
- Get those pictures taken (theyll need time to edit)

- Set up your BRG email account
- Set up CRM
- Set up dotloop
- Get signs and business cards! I recommend just 4 riders and some business cards which will be around \$120
- Once you have access to kcrar/mls you can register for clases. There are 3 classes you must take within 60 days. Thats: Mls orientation class, Code of ethics, and Kcrar new member workshop (these should be free with mls membership)
- Your real license should be processed 10 business days after you get your work permit. It will come in your email, they do not do physical copies anymore. You will get a Mopro.mo.gov account where you can view and access your license. You can print out a physical copy for your broker if they want.
- Get insurance! Thats \$45 a month

Total costs:

- Schedule New Agent Training
- Learn Scripts

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