



# WELCOME TO BROKERS HUB REALTY!

We want to help facilitate this move as quickly and as painless as we can. Our Brokerage Transition Concierge Service is headed by the Concierge Lead, one of our outstanding associates. They will assist you in the many items that need to be worked on for ADRE, as well as just getting your business up and running quickly. Please plan on a full day in the office, glued to the hip of our Concierge Lead. Bring your laptop, passwords, wallet (for sign orders, etc.), and a bottle of wine for the end. By the time you are done, you will be a full-fledged BHR associate and ready to rock your new status! Our Concierge Lead will assist you with the following items:

- Assist with ADRE items of severing from current brokerage/hire with BHR
- Facilitate transfer of membership of association, ie PAR, SAR, WESERV
- Help with Brokermint Onboarding and brief overview of product
- Set up Zipforms, upload BHR forms and DocuSign templates
- Introduction to Amarki Marketing services, set up email/social media/
- Assist in ordering signs/business cards/open house items/stationary
- Overview of corporate affiliations, ie Spin Top Signs, Mike Small Photography
- Assist with internet compliance switches, ie facebook/websites/memberships
- Coordinate social membership with BHR brokers
- Introduction to Felice Agency and have 30 min brainstorm on how to help you grow
- Introduction to Kristy Lord, office manager and transaction coordinator
- Office tour, alarm authorization, key checkout

We truly are excited to have you here and hope to help you #ElevatingTheStandard in your career. If there is anything we can do to help, please do not hesitate to reach out.

Nicholas Yale, Designated Broker

