

Agent Settings Checklist

Profile

- ☐ Add **MLS Agent ID**
- ☐ Create **Email Signature**
- ☐ Set **Time Zone**
- ☐ Adjust **Working Hours** (*recommended: 8 AM – 8 AM for 24-hour coverage*)

Notifications

- ☐ Customize **Notification Toggles** (On/Off as needed)

Integrations

- ☐ Connect **Email & Calendar**

Lead Alerts

- ☐ Enable **Auto Property Alerts**
- ☐ Enable **Market Snapshots**
- ☐ Enable **Market Reports**

Lead Capture

- ☐ Connect **Lead Sources** (e.g., [Zillow](#), [Realtor.com](#), etc.)

Import Leads

- ☐ Import **Existing Leads**

Welcome Emails

- ☐ Turn on **Automated Welcome Emails**

Dialer

- ☐ Set up **Personal Virtual Number**

Mobile App

- ☐ Download the **Lofty Real Estate Mobile App**

