



Listing Transaction Management For Seller

Address Of Property: _____

- Review Listing Paperwork For All Signatures And Necessary Disclosures.
- Copy Of Listing Paperwork Sent To Sellers And Listing Agent.
- Contact Title Company For O&E Report.
- Order For Sale Sign. Agent Must Have Open Account.
- Confirm Lockbox Has Been Put On Property And Sign Is Up.
- Just Listed Email Blast Sent To Agents In Office. Agent To Supply Email List Or Access To Addresses.
- Scan And Upload All Documents To CTM e Contracts/Other Contract Software If Applicable.
- Set Up Contact Information Sheet on CTM e Contracts/Other Contract Software.
- New Listing Form Filled Out And Contract Turned Into Main Office.
- New Listing Uploaded To Company Website.
- Set Up New Listing In Centralized Showing/Other Showing Service With Seller Receiving Showing Confirmations.
- New Listing Entered Into MLS.
- Photos Uploaded To MLS.
- Add Seller Info To Personal Database.
- Create 1 Sided Brochure For Property With Photos And Copy. Supply Agent With 25 Black And White Copies.
- Send PDF Copy To Listing Agent.
- Create Virtual Tour With Copy If Applicable.
- Upload Virtual Tour To Personal Website, Realtor.com Etc.
- New Listing Posted On Craigslist. Reposted With Price Changes.
- Gather HOA Doc Information.
- Realtor.com Enhancement If Applicable.
- Handle Future Price Changes And/Or Changes In Status For Life Of The Listing.
- Remind Agent To Give Seller Marketing Updates Throughout Listing.

Enhanced Listing Transaction Management Services Available For Special Properties.
Pricing Determined By Custom Package.