

LISTING PROCESSING CHECKLIST

SELLER:**MAILING ADDRESS****PROPERTY ADDRESS****CELL****PHONE OTHER****EMAIL****LISTING AGENT:****PRICE:****LIST DATE****EXPIRATION DATE**

Turn In Listing Paperwork:

- _____ Form 1A - Residential Exclusive Listing Agreement
- _____ Form 1 - Residential Listing Input Sheet
- _____ Form 22K - Identification of Utilities (optional)
- _____ Form 22J - Disclosure of Lead-Based Paint (if built prior 1978) Year: _____
- _____ Form 17 - Seller Disclosure
- _____ BSIR Acknowledgement Receipt
- _____ Legal Description - Initialed and Dated by Seller
- _____ Copy of NWMLS 'Full Agent Detail' Report
- _____ Property Profile
- _____ Create account in Paperless Pipeline (Add PP V-Card to Contacts)

PROCESS NEW LISTING: (Complete the following 5 DAYS from taking the Listing)

- _____ Provide Seller with Law of Agency Pamphlet
- _____ Provide Seller with Lead Based Paint Pamphlet (if built prior 1978)
- _____ Provide Seller with Home Warranty Options (optional)
- _____ Order Pre-Lim Title # _____
- _____ Schedule Photographer ASAP
- _____ Input into NWMLS # _____
- _____ Upload photos WITH CAPTIONS into NWMLS
- _____ Upload Form 17 and Legal into NWMLS
- _____ Order Sign (www.signpros.net or 425-885-3204)
- _____ Install Lockbox # _____ Shackle Code: _____
- _____ Log Keybox # into Supra
- _____ Input into CREST Edg # _____
- _____ Upload photos WITH CAPTIONS into CREST Edg
- _____ Order Property Brochures from Xpressdocs
- _____ Provide 15 Brochures to the Office

- _____ Set-up ListHub Reports
- _____ Send out 'Just Listed' Postcards
- _____ Post on Facebook, Twitter
- _____ Schedule Broker's Open House Tour Date: _____
- _____ Send 'Thank-You' Letter or Notecard to Seller
- _____ Provide 'Remove Shoes' Sign and Basket of Shoe Covers
- _____ Create 30/60/90 Day Marketing Review Plan

DAILY: Check Agents Showings on SUPRA

Verify Presence on Each Website: Put Copy in File

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|----------------------|-------------------|
| Brazen Sotheby's | Home Finder |
| Sotheby's Realty | Zillow |
| The NY Times | Hong Kong Tatler |
| Interactive NY Times | Luxury Properties |
| Luxury Estate | PropGo Luxury |
| Wall Street Journal | The Telegraph |
| Real Buzz | James Edition |
| House | Yahoo |
| Homes | |
| Trulia | |

OFFICE MANAGER TASKS:

- _____ Add Paperless Pipeline Account
- _____ Send Welcome Email to Clients
- _____ Review Listing Paperwork
- _____ Log Lockbox Information
- _____ Update Current Listings Log

Open House Dates:

_____	_____	_____
_____	_____	_____

Schedule Marketing Review as necessary with Seller

30 Day Review: Date: _____

Notes:

60 Day Review: Date: _____

Notes:

90 Day Review: Date: _____