



Listing Checklist

Property Address: _____

Agent Name: _____

Important Information:

- All Listing Agreements must be a minimum of 90 days
- All dates should match on all forms
- Date the listing agreement when it is complete and ready to turn into the office.

REQUIRED FORMS:

- ____ FMLS/GAMLS Agreement
- ____ Data Entry Form
- ____ Seller's Property Disclosure Statement signed & initialed by seller & broker
- ____ Tax Record *OR* Warranty Deed (This proves ownership)

OPTIONAL FORMS:

- ____ Survey or Plat
- ____ Loan Payoff Amount
- ____ Utilities Information

For Office Use Only:

- ____ Enter in TD
- ____ Enter in Sales Book
- ____ Fax FMLS Agreement
- ____ Update Listing Book
- ____ Enter In Outlook

After you list a property it is your responsibility to:

- Understand that the FMLS/MLS listing is your most powerful marketing tool with agents-- MAXIMIZE IT
- Check your listing for accuracy in MLS and FMLS
- Use multiply photos in FMLS/MLS ---when you're photographing your listing, it's easy to take a few extra shots to include interior shots
- Verify that all changes to your listing are completed, i.e. price changes, change of showing instructions, etc.
- Check our website to ensure that everything transferred correctly
- Use contingency status versus under contract status as much as possible to allow for back-up contract opportunities and to extend your marketing window
- Watch your listing expiration date and extend the listing BEFORE it expires
- Make sure your flyer box is always full, your directionals are out and well placed and that your lockbox works and is easily accessible for agents

Don't just list your client's property and then forgot about it.

Well managed and maintained listings sell faster!!!!

Listings require your attention on a weekly basis

Make sure it's on your schedule today.