

PRE-LISTING PREPARATION

- Review Listing Paperwork for important info: Dates, Signatures etc
- Track Dates including Withheld, Coming Soon and Active Status
- Send agent reminder and resources for TISH (If needed)
- Upload Withheld to Add/Edit in NorthstarMLS

MARKETING & LISTING SETUP

- Order Professional Photography per Agent instructions (charged to Agents CC on file)
- Order Sign Post & Panel to be installed (charged to Agents CC on file)
- Email Seller with introduction, listing paperwork, next steps (including ShowingTime Info for sellers)
- Email Seller with photography date/time and How To Prepare Your Listing for Photography Guide
- Upload Professional Photos to MLS
- Add creative photo captions to photos in MLS
- · Upload any supplements provided by Agent into MLS
- Turn Listing Coming Soon (or Active) in MLS
- Add ShowingTime Instructions
- Send Listing to Seller & Agent to review information

Note: Agents are cc'd on all LC and client communication. LC services are from pre-listing to accepted purchase agreement. LC fee is paid out of commission after closing.



MARKETING MATERIALS & PROMOTION

- · Create Property Flyer and send to Agent to proof
- Send approved Property Flyer to office to print 15 copies
- Create Feature/Highlights Sheet (if applicable)
- Create 3 Social Media Posts and send to Agent to proof
- Once approved, post Graphic to Agent's social media (Must have a FB Business Page)
 - For Example:
 - Create Coming Soon Social Media Post
 - Create Just Listed Social Media Post
 - Create Open House Social Media Post
- Schedule Open House in MLS (if applicable)

COMPLIANCE & TRANSACTION MANAGEMENT

- Create Listing in Skyslope
- Upload all documents into Skyslope
- Review compliance and send any documents to seller for missing signatures
- Email Weekly Update with ListTrac Report while Active until Closing

STATUS UPDATES & CLOSING COORDINATION

- Change Status from Active to Contingency (if applicable) to Pending
- Order sign post & panel to be removed post-closing
- Create Sold Social Media Post and send to Agent to proof
- Once approved, post Sold Social Media Post to Agent's social media
- Change Status from Pending to Closed

Note: Agents are cc'd on all LC and client communication. LC services are from pre-listing to accepted purchase agreement. LC fee is paid out of commission after closing.

\$100

MLS ADD/EDIT ENTRY ONLY

Perfect for an off market listing - No marketing included

- Review MLS Input for accuracy and input listing on MLS
- Add listing to Showingtime with instructions
- Make status updates in MLS and change MLS status to SOLD post closing

SKYSLOPE ENTRY ONLY

No marketing included

- Create listing in Skyslope and upload all documents
- Review all listing paperwork for compliance



ADDITIONAL SERVICES

Added to LC Total and paid out of commission after closing

- Any additional Social Media Posts \$10 per post
- Property Flyers if not using LC \$50 for 15 prints, \$40 for PDF copy
- Ordering Virtual Staging via Box Brownie \$20 for service + \$24 / photo
- Ordering a Just Sold Postcard via ONE Design \$20 for service + pricing varies for amount of postcards

Note: Agent handles communication with clients. No marketing included. LC services are from pre-listing to accepted purchase agreement. LC fee is paid out of commission after closing