

## LISTING CHECK LIST

Property Address: \_\_\_\_\_

### File Set Up

- \_\_\_ Audit File for all Documents and Contact information
  - \_\_\_ Prepare list of missing forms/docs, send to and Follow up with Agent
- \_\_\_ Set up Electronic File on P Drive
- \_\_\_ Scan List docs
- \_\_\_ Breakout list docs save to property folder on Network
- \_\_\_ Secure Domain Name via Godaddy.com
- \_\_\_ Print Two (2) receipts of purchase, one for file, one to accounting
- \_\_\_ Set Up Hard Copy File in Color Coded Binder
- \_\_\_ Typed in Inclusions and Exclusions
- \_\_\_ Typed Utility Cost
- \_\_\_ Contact Town to obtain betterment and tax lien info, if applicable
- \_\_\_ Set up TP as new presale transaction
  - \_\_\_ Enter Property Information
  - \_\_\_ Enter Domain Name in File # Field in Transaction Point under Transaction Summary Tab
  - \_\_\_ Enter contact information
  - \_\_\_ Print TP Contact List, Date Stamp, Insert in Plastic Sleeve behind Red Alert
  - \_\_\_ Send List Agent Electronic Copy of TP Contact List
  - \_\_\_ Enter HOA/MGT Co Info (if applicable)
  - \_\_\_ Launch Listing Activity Plan(s)
  - \_\_\_ Upload all documents to TP
- \_\_\_ Set up A2k as new Active Listing
  - \_\_\_ Enter Property information, verify as Active
  - \_\_\_ Enter Domain Name into Subdivision Field under "Full Listing" button
  - \_\_\_ Enter contact information
  - \_\_\_ Enter showing instruction
  - \_\_\_ Code as Active Seller
  - \_\_\_ Add showing instructions to Agent 2000
  - \_\_\_ Enter VIF information into Agent 2000
  - \_\_\_ Enter My Favorite Information into Agent 2000
  - \_\_\_ Print phone list for EF and LM

### Contact Seller

- \_\_\_ Send Introduction and thank you letter for listing EMAIL
- \_\_\_ Set Picture Appointment

### Preparation for First Property Visit

- \_\_\_ Complete MLS Input Form prior to first property visit, to identify missing info

### First Property Visit

- \_\_\_ Bring Missing/Incomplete Docs, Request Seller Complete and Return Asap
- \_\_\_ Update MLS Input Form and/or Listing Information Form while at the property, including measurements
- \_\_\_ Take Measurements if needed
- \_\_\_ Take Pictures
- \_\_\_ Obtain Key
- \_\_\_ Confirm Showing Instructions with Seller

### Draft Feature Sheet and MLS Listing

- \_\_\_ Download Pictures from visit (edit as needed)
- \_\_\_ Create Draft Feature Sheet with Pictures
- \_\_\_ Input listing in MLS as Offline Listing including School Info and Pictures
- \_\_\_ Forward off line listing and Feature sheet to List Agent for approval
- \_\_\_ Revise off line listing and Feature sheet with Agent changes
- \_\_\_ Forward off line listing and Feature sheet to Seller for approval

## LISTING CHECK LIST

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### Keys and Lock Box

- \_\_\_ Make two copies of key
- \_\_\_ Assign key # in key control box
- \_\_\_ Assign lock box # to new listing in G: drive inventory spreadsheet
- \_\_\_ Assign lock box # on supra website, if applicable

### Sign

- \_\_\_ Call for Sign and curbside brochure box installation
- \_\_\_ Log Installation Request

### Finish Feature Sheet and MLS Listing

- \_\_\_ Revise Feature Sheet and MLS with Seller Changes
- \_\_\_ Obtain approval signature on Feature Sheet and MLS Listing from Agent
- \_\_\_ Obtain approval signature on Feature Sheet and MLS Listing from Seller

### MLS Activation

- \_\_\_ Once All Revisions Have Been Made, Activate MLS listing
- \_\_\_ PDF New Listing, save as MLS NEW Prop Address date
- \_\_\_ Attached relevant documents to MLS, SDP, LP, Plot Plan, Incl/Excl, Utility Cost, Condo Docs, Misc
- \_\_\_ Schedule Broker Caravan (in MLS, etc)
- \_\_\_ Inform seller property is live in MLS
- \_\_\_ Notify seller(s) about broker caravan and obtain their approval
- \_\_\_ Send internal 555 email announcing new listing to all LMSP staff
- \_\_\_ Enter property MLS number into Agent 2000
- \_\_\_ Enter property MLS number into TP
- \_\_\_ Create Bin in Mail room for Feature Sheet
- \_\_\_ Create and save PDF of approved feature sheet

### Prepare items for deliver to include

- \_\_\_ Print 15 color copies (5 for Mail room, 10 for house)
- \_\_\_ Make 20 black and white copies
- \_\_\_ Assign and log Lock box
- \_\_\_ Feature sheet holder, with Agency Card
- \_\_\_ Prepare Home book

### Second Property Visit

- \_\_\_ Contact seller for second property visit
- \_\_\_ Return original key
- \_\_\_ Deliver copies of ALL listing paperwork to seller
- \_\_\_ Test new keys
- \_\_\_ Install lock box
- \_\_\_ Text Rider
- \_\_\_ Deliver Home Book, color as well as black and white feature sheets
- \_\_\_ Verify installation of
  - \_\_\_ Sign
  - \_\_\_ Curbside Brochure Box
  - \_\_\_ List Agent Rider if needed
  - \_\_\_ Directional Arrow, if needed

### MA Pass

- \_\_\_ Access MA Pass verify listing available
- \_\_\_ Set up MA Pass showing instructions
- \_\_\_ Send MA Pass introduction letter to sellers

## LISTING CHECK LIST

Property Address: \_\_\_\_\_

### Visual Tour

- Create Visual Tour
- Verify tour active

### Broker Caravan

- Notify seller(s) about broker caravan and obtain their approval
- Send broker caravan feedback

### Individual Property Site:

- Go to Andoverhomes.com, click on Feature Listings, located subject property
- Go to Godaddy.com to find the domain name copy and Paste the link to the property and forward it to the property page, when it shows on andoverhomes.com
- Verify automatic renewal feature is OFF
- Click on Admin (@ andoverhomes.com) upload listing related documents to individual property website

### Miscellaneous

- Update Active Listing Form
- Update Active Seller's Form and Email to Heather
- Luxury Portfolio
  - Add Property to Luxury Portfolio, if eligible.
- Update all activities in TP
- Review Visual Tour for accuracy, correct as needed
- Forward File to Management for review and signature.
- Verify IPW is functioning

### Window Vue

- Verify new listing auto uploads to Window Vue
- Copy VT Link to Listing in Window Vue Admin Software
- Go Outside office access property to verify Window Vue works and is accurate

### Code 2 Action

- Create Mobile Landing Page
- Establish / Set up link to mobile landing page

### If Commercial Property

- Add to Loopnet
- Contact Co-Star to Update Their System