

Price: \$

PROPERTY ADDRESS:		EXPIRATION DATE:	
LISTING FOLLOW-UP		SOURCE OF CLIENT:	
	ITEM	DATE COMPLETED <i>(Please Initialize)</i>	COMMENTS
1	Measure Hse., gather Info.		
2	Take Photos		
3	Prepare Listing		
4	Get Listing Signed		
5	LB add Comments-CMLS & GRW		
6	Keyboxes: Stamford & Greenwich		
7	Home Warranty Sent		
8	LB do copy for Internet & Handouts		
9	Add to CMLS		
10	Add to GRW		
11	Sign: Ordered Installed Sign Rider		
12	Put Listing into Database & Note Source		
13	List. Docs to MCA		
14	Add'l Photos on CMLS & GRW		
15	K.Mulreed to print mortgage sheet		
16	Add virtual tour to websites		
17	Add Listing to HomesofFairfieldCounty.com		
18	Add Listing to KWLS, Realtor.com		
19	Add Listing to Lorraine Leonard.com, NY Times.com, CraigsList, SoFairfieldCountyHomes		
20	Personal House Website		
21	Deliver Handouts to House		
22	Schedule Broker OH		

23	Schedule Public OH		
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