

Listing Checklist

Client:		MLS#		REO:	TRAD:
Property Address:		Active Date:			
DATE	TASK	Completed			
	Create folder in Dropbox for property				
	Save tax record and MLS history in 1 pg Agent pdf format to folder				
	Order Sign Post/Panel/Flyer Box from SignSetters.com				
	Order Photographs from Daniel Reagan (916) 747-8748				
	Create deal in AllClients				
	Check out lockbox				
	Install lockbox on property				
	Enter property in MLS & upload photos				
	Save MLS One Page Agent Printout Report in pdf format to folder				
	Assign lockbox in MLS				
	Change Status in Maestro to "Listed"				
	Verify Lockbox is assigned to property in Maestro				
	Add listing to Showing Suite www.showingsuite.com				
	Add listing to www.YourHomeSoldFast.				
	Create QR Code at QRStuff.com using direct link to website				
	Save QR code to property folder				
	Create property flyer				
	Post listing to Facebook - Marguerites Profile using link from site				
	Post listing to Facebook - Realty First Page using link from site				
	Post listing to Facebook - Hot Buys Page using link from site				
	Add listing to Postlets.com				
	Use Postlets Code to Post to Craigslist				
	Add listing to Zillow				
	Add listing to Trulia				
	Schedule/Coordinate Open House				
	Day: Time: Agent:				
	Post Open House in MLS				
	Post Open House on Zillow				
	Post Open House on Trulia				
	Add to PCAR Tour (if applicable)				
	Create VT Using Photographs				
	Upload VT to YouTube				
	Create Postcard Campaign using Corefact.com (250 radius)				
	Request Open House Feedback				
	Verify sign has been installed by logging into Signsetters.com				
	Prepare Just Listed Postcard				
	1 WEEK - Email seller Marketing report including links,flyer, feedback				