New Listing Checklist

BEST HOMES of *Michigan*

_____   _____   _____
CLIENT   ADDRESS   CITY,ST & ZIP

_____   _____   **Lockbox #_____**
PHONE 1   PHONE 2

                                              MLS #_____
_____
EMAIL

Listing:
Scan Docs:
___Listing Agreement   ___Agency Disclosure   ___LBP Disclosure   ___ Sellers Disclosure

___ Docs saved to electronic file (dropbox, dotloop, hard drive)

GRAR-MLS:
____ Listing completed   ___ Media Uploaded   ___ShowingTime set up

____Attachments Uploaded   ___weekly stat email setup

____Add client info to Contacts

____Client Confirmed Listing Proof

____ Emailed client copies of listing docs

Emails

Day 1_____   **Day 10_____**   **Day 31_____**

Day 3_____   **Day 14_____**   **Day 60_____**

Day 7_____   **Day 23_____**   **Day 90_____**