

Listing/Marketing Task List

LISTING

Enter Listing into MLS	00 After Listing
Upload pictures into MLS	00 After Listing
Invite Seller into SettlementRoom	00 After Listing
Enter Listing into SettlementRoom	00 After Listing
Send Seller Letter	00 After Listing
Upload Sellers Disclosure to MLS	00 After Listing
VT - Order	00 After Listing
Check with Seller to verify VT order	01 After Listing
Flier - Create and send for proof	04 After Listing
Just Listed Postcards - Create and send for proof	04 After Listing
Realtor.com - Check for listing	03 After Listing
Enter new listing into website	01 After Listing
VT - Input listing info and activate tour	03 After Listing
VT - Place tour link on MLS and website	04 After Listing
VT - Place tour link on Realtor.com (if enhanced)	04 After Listing
VT - Place tour link in SR	04 After Listing
Flier - Approved and sent for print	04 After Listing
Just Listed Postcard - Approved and ordered	05 After Listing
Flier - Confirm Delivered	05 After Listing
Send automated reminder to Realtor for expiration date	10 Before Expired

CONTRACT

Change Status in MLS	00 After Contract
VT - Update	00 After Contract
Update website	00 After Contract
Just Sold Card- Create and send for proof	03 After Contract
Get Mailing List from provider per instructions from Realtor	03 After Contract
Just Sold Card - Approved, print and mail	02 After Contract

PRICE REDUCTION

MLS - Change price	01 After Close
VT - Update	00 After Listing
Update website	00 After Listing
Flier - Change price and send for print	00 After Listing

CLOSING

MLS - Change status	00 After Closing
Update website	00 After Closing
VT - Deactivate Tour	00 After Closing
Send Thank You Letter to Seller	00 After Closing

WITHDRAWN

MLS-Notify broker for withdrawal of listing	? After Listing
Remove from website per Realtor request	? After Listing
Deactivate VT	? After Listing