**The Core-- LISTING CHECKLIST STAGE 2 Going on the Market**

# **Client Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

# **Home: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Cell: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Other #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Listing Appt Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Listing Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**PRE-LISTING:**

**\_\_\_\_\_ \_\_\_\_\_ Deliver Pre-Listing Package**

**\_\_\_\_\_ \_\_\_\_\_ Take Digital Photo of the Front of Home**

**GRID MAP: \_\_\_\_\_\_\_\_\_\_MLS #\_\_\_\_\_\_\_\_\_\_\_**

# **Call First: \_\_\_\_\_\_\_\_\_ Go Without Appointment: \_\_\_\_\_\_\_\_\_\_\_ Vacant: Yes / No**

**AFTER LISTING AGREEMENT SIGNED:**

**Request / Done**

**\_\_\_\_\_ \_\_\_\_\_ Staging Required : Stager / # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date \_\_\_\_\_\_\_\_\_**

**\_\_\_\_\_ \_\_\_\_\_ Elevation Photo or Rendering**

**\_\_\_\_\_ \_\_\_\_\_ Install “For Sale” Sign “For Lease” Sign**

**\_\_\_\_\_ \_\_\_\_\_ Sign Riders: Pool\_\_\_\_\_ Financing\_\_\_\_\_\_\_ Other\_\_\_\_\_\_\_\_\_\_\_\_\_**

**\_\_\_\_\_ \_\_\_\_\_ Install Lockbox: Key in File \_\_\_\_\_\_ Key with Owner\_\_\_\_\_\_**

**\_\_\_\_\_ \_\_\_\_\_ Take Room Measurements**

**\_\_\_\_\_ \_\_\_\_\_ Complete MLS Input Profile Sheet**

**\_\_\_\_\_ \_\_\_\_\_ Take Photos of Elevation Only**

**\_\_\_\_\_ \_\_\_\_\_ Virtual Tour Vendor \_\_\_\_\_\_\_\_\_\_\_\_ In House \_\_\_\_\_\_\_\_\_\_\_\_**

**\_\_\_\_\_ \_\_\_\_\_ Take “Grand Tour” Photos 15 to 30 photos**

**\_\_\_\_\_ \_\_\_\_\_ Pick Up \_\_Listing \_\_Workbook \_\_Seller’s Disclosure \_\_Survey \_\_Mortgage Info**

**\_\_\_\_\_ \_\_\_\_\_ Order Utilities turned on**

**\_\_\_\_\_ \_\_\_\_\_ Order Repairs\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**\_\_\_\_\_ \_\_\_\_\_ Other\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**\_\_\_\_\_ \_\_\_\_\_ Other\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**\_\_\_\_\_ \_\_\_\_\_ Paperwork to Office**

**\_\_\_\_\_ \_\_\_\_\_\_ Copies to Seller**

**Showing Instructions:**

|  |  |  |  |
| --- | --- | --- | --- |
| **TYPE OF LOCKBOX** | Supra Key | Shackle | CBS |
|  | Combo | Shackle |  |
| **TYPE OF APPOINTMENT** | Go | Courtesy | Appointment Required |
| **CALL SELLER(S)** | Cell | Home | Work |
| **SPECIAL INSTRUCTIONS** | Security Alarm Code | Location | Password |
|  | Gate Code | Day Sleeper | Pets |

**Lockbox and Sign Returned by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**