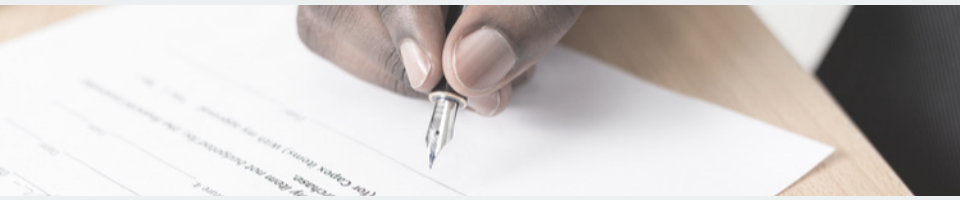


LISTING COORDINATOR

SERVICES PACKAGE



WHAT'S INCLUDED?

- OVERSEE ALL ASPECTS OF SELLERS TRANSACTIONS FROM INITIAL CONTACT TO THE EXECUTED PURCHASE AGREEMENT.
- PREPARE ALL LISTING MATERIALS: PRE-LISTING PRESENTATION, LISTING AGREEMENT, SELLERS' DISCLOSURES, PULL ONLINE PROPERTY PROFILE, RESEARCH OLD MULTIPLE LISTING SERVICE (MLS) LISTINGS AND ETC.
- CONSULT & COORDINATE WITH SELLERS ALL PROPERTY PHOTOS, STAGING, REPAIRS, CLEANING, SIGNAGE, LOCKBOX, ACCESS REQUIREMENTS & MARKETING ACTIVITIES.
- OBTAIN ALL NECESSARY SIGNATURES ON LISTING AGREEMENT, DISCLOSURES AND OTHER NECESSARY DOCUMENTATION.
- COORDINATE SHOWINGS & OBTAIN FEEDBACK.

- COORDINATE ALL PUBLIC OPEN HOUSES AND BROKER OPEN HOUSES.
- INPUT ALL LISTING INFORMATION INTO MLS AND MARKETING WEBSITES AND UPDATE AS NEEDED.
- SUBMIT ALL NECESSARY DOCUMENTATION TO OFFICE BROKER FOR FILE COMPLIANCE.
- INPUT ALL NECESSARY INFORMATION INTO CLIENT DATABASE AND TRANSACTION MANAGEMENT SYSTEMS.



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