

NEW LISTING

CHECKLIST

Property Address

Seller Name & Number

Seller's Email Address

Showing Instructions

Expires Date

DATE	INITIALS	COMPLETION LIST
<input type="text"/>	<input type="text"/>	<input type="checkbox"/> Send seller a "Welcome to our Team" Letter
<input type="text"/>	<input type="text"/>	<input type="checkbox"/> Mark expiration date on Team Leader Calendar
<input type="text"/>	<input type="text"/>	<input type="checkbox"/> Set up automatic email to remind me to check on expiration 1 week in advance
<input type="text"/>	<input type="text"/>	<input type="checkbox"/> Post the property in MLS
<input type="text"/>	<input type="text"/>	<input type="checkbox"/> Make sure that a sign is in front of the home
<input type="text"/>	<input type="text"/>	<input type="checkbox"/> Order Trackwell post if applicable
<input type="text"/>	<input type="text"/>	<input type="checkbox"/> Prepare Design Center brochure
<input type="text"/>	<input type="text"/>	<input type="checkbox"/> Send seller a letter "How to Prepare a Home to Show in 10 Minutes"
<input type="text"/>	<input type="text"/>	<input type="checkbox"/> Email MLS listing sheet to seller for OK
<input type="text"/>	<input type="text"/>	<input type="checkbox"/> Email current client database with the New Listing Information
<input type="text"/>	<input type="text"/>	<input type="checkbox"/> Do Reverse Prospect Email with New Listing
<input type="text"/>	<input type="text"/>	<input type="checkbox"/> Drop of listing sheet folder with sign in sheet at seller's home
<input type="text"/>	<input type="text"/>	<input type="checkbox"/> Drop of school reports & community profiles at seller's home
<input type="text"/>	<input type="text"/>	<input type="checkbox"/> Fill brochure holder in front of home
<input type="text"/>	<input type="text"/>	<input type="checkbox"/> Post the property on Craigslist
<input type="text"/>	<input type="text"/>	<input type="checkbox"/> Set up automatic email to remind me to repost on Craigslist after 1 week
<input type="text"/>	<input type="text"/>	<input type="checkbox"/> Go over advertising plan with Team Leader
<input type="text"/>	<input type="text"/>	<input type="checkbox"/> Get advertising proof approval from Team Leader
<input type="text"/>	<input type="text"/>	<input type="checkbox"/> Insert advertising deadlines in my personal planner
<input type="text"/>	<input type="text"/>	<input type="checkbox"/> Order a Visual Tour
<input type="text"/>	<input type="text"/>	<input type="checkbox"/> Make sure property is correctly listed on Boston.com
<input type="text"/>	<input type="text"/>	<input type="checkbox"/> Make sure property is correctly listed on Realtor.com
<input type="text"/>	<input type="text"/>	<input type="checkbox"/> Verify office has correct showing instructions in MLS
<input type="text"/>	<input type="text"/>	<input type="checkbox"/> Post the listing on Team Website
<input type="text"/>	<input type="text"/>	<input type="checkbox"/> Send Just Listed postcards to entire neighborhood
<input type="text"/>	<input type="text"/>	<input type="checkbox"/> Send listing sheet to Realtors with listings within the same town and price range
<input type="text"/>	<input type="text"/>	<input type="checkbox"/> Send referral source a note letting them know property is listed and thanking them for their trust
<input type="text"/>	<input type="text"/>	<input type="checkbox"/> Send "Choose Your New Neighbor" (MOS) to closest neighbors
<input type="text"/>	<input type="text"/>	<input type="checkbox"/> Add the property to Listing Board
<input type="text"/>	<input type="text"/>	<input type="checkbox"/> Leave new Listing Sheets in all agent mailboxes
<input type="text"/>	<input type="text"/>	<input type="checkbox"/> Schedule an open house if applicable
<input type="text"/>	<input type="text"/>	<input type="checkbox"/> Send "Clean Room" award to seller's kids
<input type="text"/>	<input type="text"/>	<input type="checkbox"/> Order Home Warranty
<input type="text"/>	<input type="text"/>	<input type="checkbox"/> Make sure Home Warranty Ryder is on home
<input type="text"/>	<input type="text"/>	<input type="checkbox"/> Schedule property for a Team Tour
<input type="text"/>	<input type="text"/>	<input type="checkbox"/> Make sure that the property photos don't look seasonal

