

Listing File Process

1. Paperwork needed:
 - Appreciation and house index report at www.ofheo.gov
 - NAR Profile report on Where Buyers are coming fro
 - Listing Control Sheet
 - Seller's Liability Protection (E&O) filled out online at PC
 - Residential Listing Agreement
 - Seller's Disclosure Notice
 - Agency of Law
 - Security System Information Sheet
 - Permission to Photograph
 - Permission to Video
 - Special Provision for Pool / Hottub
 - Request for Information from Homeowner's Association
 - Residential Property Affidavit (Get Survey also)
 - CLUE report noted in Presentation Book to have Seller Call and get (www.choicepoint.com)
2. Measure rooms and take pictures
3. Prepare Graphics
4. Google map for web sites at map.google.com or mapsco CDs
4. Prepare Referral Envelopes with bcards with house on back
4. Virtual Tour - IPlan (w/URLs for other sites use)
Streaming or Flip Pic Tour
Flyer pdf
5. Call for Listing Home Owner's Service Contract
6. Update Supra Skackle Report (www.supraekey.com)
7. Create Brochures, Just Listed Cards/Notes, Certificates, Doorknockers, Alerts
8. Place sign, name swinger, property swinger and shackle at property
9. Create "realtor.com" site
10. Create SIY web sites - listpage, html page
11. Email listing to sphere via newsletter