

## *XYZ to Close File Process*

1. Pick Up Signs, Keybox, Shackle, etc.
2. Complete Closing Check List
3. Close all web site pages
  - a. Realtor.com
  - b. Michellestorms.com
  - c. Realtsource.com
  - d. Realtlinks.com
  - e. Other
4. Update client database information
5. Select proper Plans for mailing (7 Year, Holiday, Value Gift, etc.)
6. Welcome to the Neighborhood Cards
7. Questionnaire “How am I doing?”
8. Send Original File to Property Crossing

Prepared By  
Michelle Storms, ABR, ePRO, GRI  
*Specializing in You!!®*

*Michelle*  
**STORMS**