

**COACH SUPER MIKE ™**

*Taking Real Estate Agents to Pinnacle Levels™*

**New Listing Checklist**

1. MLS - enter the listing
   1. Upload photos, virtual tour
   2. Add all documents
      1. Lead based paint disclosure (Addendum A)
      2. Property Sellers Disclosure Statement
      3. Home Warranty, if available
      4. Survey
      5. Floor plan
      6. Any other pertinent documents
2. Add showing instructions to showingtime.com
3. Register the property with the home warranty company if applicable
4. Photo copy the following sheets and mail to the seller, in addition to email:
   * + Customer Copy of MLS listing
     + MLS Listing Agreement
     + Disclosed Dual Agent form
     + Lead Based Paint Addendum (Addendum A)
     + CIS (Consumer Information Statement)
     + Seller’s Property Disclosure Statement
     + All sides of profile sheets (with checkboxes on them)
     + Home warranty application packet, signature page copy & confirmation from warranty company
5. Attach the Listing Input sheet and checklist to the file manually and/or Dotloop.com
6. Fill out Listing Input Form
7. Give to front desk and tell them it is a new listing (or leave note)
8. Order Just Listed postcards
9. Order professional marketing package (brochures), if applicable
10. Confirm that the sign and lockbox have been placed on the property.
11. Confirm the property appears on all major websites (Zillow, Trulia, Realtor.com, etc.)
12. Book open house dates
13. Book broker open house dates
14. Call seller each week with a update