NEW LISTING CHECKLIST

**\*AT TIME OF LISTING\***\_\_\_\_\_Paperwork signed  
\_\_\_\_\_Start the conversation about the Abstract  
\_\_\_\_\_Obtain Key  
\_\_\_\_\_Sign in yard  
\_\_\_\_\_Lockbox installed#\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
 **\*AFTER LISTING\***

\_\_\_\_\_Signed listing paperwork SUBMITTED THROUGH DOTLOOP

\_\_\_\_\_ Photos are scheduled to be taken by professional photographer or you are taking them

\_\_\_\_\_ Remarks written & EMAILED to front desk Ask seller what they love about their house write about that!

\_\_\_\_\_Directions are complete and accurate in MLS

\_\_\_\_\_ Photos uploaded to MLS Tip: If they are too dark you need to redo them! No cell phone pics!

\_\_\_\_\_ Abstract located\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_Abstract delivered to REMAX REVOLUTION or American Abstract (515) 283-2266

\_\_\_\_\_ Review MLS for accuracy Proof your listing! Make it perfect!

\_\_\_\_\_ Just listed on Facebook or other SOCIAL MEDIA

\_\_\_\_\_ Just listed marketing to 20 houses surrounding**:** \_\_Postcards \_\_Letters \_\_REV Script Phone calls \_\_Door knock

\_\_\_\_\_ Open Houses completed on (Date)\_\_\_\_\_\_\_\_ (Date)\_\_\_\_\_\_\_\_ (Date)\_\_\_\_\_\_\_\_ (Date)\_\_\_\_\_\_\_\_ (Date)\_\_\_\_\_\_\_\_

**FOLLOW UP WEEKLY w/ SELLER by PHONE!**Personal connections matter! Even if you have nothing report…talk to your seller! Makes a huge difference!

Wk 1\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Wk 2\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Wk 3\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Wk 4\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Wk 5\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Wk 6\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Wk 7\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Wk 8\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_