

Property Address: _____

On Market: _____

Marketing Checklist		Seller Prep Checklist		While On Market
Sign in Yard / Info Tube [] - RUNNER		Listing Agreement [] Sent		Monday Listing Updates
Directionals - RUNNER		BB Listing Prep PPWK [] Received []		Schedule Open Houses
Key/Lockbox - SELLER/RUNNER		Submit LA to FUB		MLS updates/Activity
Schedule Photos ()		Seller Disclosure [] Uploaded []		Recent Sale Comps/Activity
Schedule Video () - over \$300K		LBP Sent (if appl) [] Uploaded []		Send Feedback from Showings
Order Flyers & Deliver to property - RUNNER		Survey (if appl) [] Uploaded []		Realtor Tours
Schedule Pre-Inspection () - if appl.		Floorplan/ docs (if appl) Uploaded []		Post to SM MLS link (K2 acct)
Schedule Stager Consult () - if appl.		BB Staging Video		
Order "Just Listed" postcards		ShowingTime Instructions (#'s etc)		
Put in MLS/Coming Soon		BB Going On Market		
Submit Tax Data MLS				
Submit LBP in MLS - if appl				
Submit Video to Zillow				Pending/Closed
Change Zillow featured property - for 87112/87015				BB "Under Contract"
Create Open House SM flyer/post				Pending Sign at Listing - RUNNER
				Order "Just Sold" postcards after closing
				Closed - get all items from home - RUNNER
				BB Congrats!
Photographer: Darrell DeVantier 915-799-6366				
Videographer: Ed Macias 505-463-5325				
Flyers/Postcards: Bill Johnson BJohnson2@OldRepublicTitle.com				