

\_\_\_\_\_ Date \_\_\_\_\_ Owner \_\_\_\_\_

\_\_\_\_\_ Address \_\_\_\_\_

\_\_\_\_\_ Prepared by \_\_\_\_\_ MLS # \_\_\_\_\_

- Create a new listing file
- E-mail / Fax / Mail (circle one) signed paperwork to seller within 24 hours
- Input property into MLS – MLS# \_\_\_\_\_
- Broker / Agent Remarks
  - Only one contract will be submitted to lender, \*Hafa approved
- Upload photos into MLS
- Create virtual tour
- Place virtual tour ink on MLS
- Setup price change reminders in file management system
- If Short Sale, Fax authorization to lender(s)
- Confirm fax within 24 to 48 hours
- Send thank you note to seller
- If Hafa, see Hafa checklist for special instructions
- Turn complete listing file into brokerage office
- Create separate folder for short sale packet
- \_\_\_\_\_
- \_\_\_\_\_