

# LISTING CHECKLIST

ROARING AGENT



- Get Signed Listing/Turn It In
- Order Pictures
- Order Staging
- Order Free Home Warranty
- Order Sign
- Order Title Information
- Send Welcome Email
- Facilitate Any Contractors For Touchups
- Confirm Vendor Timelines with Seller
- Put Timelines In Your Calendar
- Install Lockbox, Booties, Homebook, etc.
- Set up Showing Program
- Get Upgrades List
- Get Draft of Flyer
- Get Postcard Ready
- Get Social Media Posts Ready
- Get Seller Approval On All Marketing
- Schedule Open House
- Reconfirm Listing Price
- Go Live and Activate All Marketing
- Assign Lockbox to MLS/Showing Program
- Ask For Referrals
- Open House
- Set Up Weekly Contact With Seller

## NOTES

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