



Real Estate Listing Checklist

24 May 2023 / agent Kevin B

Complete

| Score | 0% | Flagged items | 17 | Actions | 0 |
|-----------------------|----|---------------|----|---------|---|
| Site conducted | | | | | Unanswered |
| Conducted on | | | | | 24.05.2023 14:57 PST |
| Prepared by | | | | | agent Kevin B |
| Location | | | | | Palmer Park/Prairie, Colorado Springs, CO 80909, USA (38.85411, -104.78831) |

Flagged items

17 flagged

Checklist / Marketing

Send video to leads

Not yet started

Checklist / Marketing

Market listing using agent tool

Not yet started

Checklist / Marketing

Draft & Share a Blog Post on Your Website

Not yet started

Checklist / Marketing

Design an Eye-Catching Brochure

Not yet started

Checklist / Marketing

Join a Real Estate Caravan

Not yet started

Checklist / Marketing

Send the Listing to Your Leads

Not yet started

Checklist / Marketing

Send marketing materials to a targeted audience

Not yet started

Checklist / Marketing

Share the listing on Instagram

Not yet started

Checklist / Marketing

Share the listing on Facebook Ads

Not yet started

Checklist / Marketing

Design and print marketing materials

Not yet started

Checklist / Marketing

Post on Craigslist using a posting service

Not yet started

Checklist / Marketing

Circulate Postcards & Door Hangers

Not yet started

Checklist / Marketing

Hold Individual Showings

Not yet started

Checklist / Closing

Monitor Status of Title Insurance

Not yet started

Checklist / Closing

Track Appraisal & Inspections

Not yet started

Checklist / Closing

Provide the Seller a Moving Checklist

Not yet started

Checklist / Closing

Monitor Status of Closing Documents

Not yet started

Pre-listing & Listing

To secure your next listing, prepare for your listing appointment, sign a listing agreement, and ready the property for open houses and individual showings.

Familiarize yourself with the neighborhood

Done



Photo 1

Drive past the property

Done

Prepare a comparative market analysis

On-going

Sign a Listing Agreement

On-going

Confirm Property Information

Done

Input Listing in the Multiple Listings Service

On-going

Post Your Sign at the Property

Done



Photo 2

Address Necessary Security Issues

Done

Install a lockbox

On-going

Obtain security system info

On-going

Prepare the Property for Showings

On-going

Have the owner clean the home

Done

Mr and Mrs Smith confirmed this morning that the property has been cleaned.

Consider virtual staging

On-going

Marketing

Once you finalize a listing agreement with the seller, update the Multiple Listing Service, post a "For

Sale” sign at the property, and stage the home, start marketing your new listing.

| | |
|--|-----------------|
| Capture High-Quality Listing Photos | On-going |
| Hire professional photography services | Done |
| Create a video of the Property | On-going |
| Film a virtual tour | On-going |
| Capture drone footage | Done |
| Send video to leads | Not yet started |
| Claim the Listing Online | On-going |
| Sign up for agent tool | Done |
| Market listing using agent tool | Not yet started |
| Create a Property-Specific Landing Page | On-going |
| Draft & Share a Blog Post on Your Website | Not yet started |
| Design an Eye-Catching Brochure | Not yet started |
| Join a Real Estate Caravan | Not yet started |
| Send the Listing to Your Leads | Not yet started |
| Segment your leads using a CRM | On-going |
| Send marketing materials to a targeted audience | Not yet started |
| Share the Listing on Social Media | |
| Share the listing on Instagram | Not yet started |
| Share the listing on Facebook Ads | Not yet started |
| Design and print marketing materials | Not yet started |
| Post on Craigslist using a posting service | Not yet started |
| Circulate Postcards & Door Hangers | Not yet started |
| Schedule an Open House | On-going |
| Hold Individual Showings | Not yet started |

Closing

4 flagged

After your marketing strategy pays off and your listing is under contract, take steps to ensure the transaction closes smoothly and without unnecessary delays.

| | |
|--|-----------------|
| Calculate Deadlines Under Contract | On-going |
| Identify Closing Agents | On-going |
| Monitor Status of Title Insurance | Not yet started |
| Track Appraisal & Inspections | Not yet started |
| Provide the Seller a Moving Checklist | Not yet started |
| Monitor Status of Closing Documents | Not yet started |

Sign Off

Name and Signature



Kevin B
24.05.2023 15:07 PST

Media summary



Photo 1



Photo 2