

## Pre-Listing Information Sheet (turn in with listing)

Agent: \_\_\_\_\_ Seller: \_\_\_\_\_ Seller Email: \_\_\_\_\_

Order listing packet & legal from title / Which Title Company: \_\_\_\_\_

Order a home book from title

Order up sign Date for Install: \_\_\_\_\_

Special instructions for sign?

Your personal sign  Office sign/rider  My Flyer box  Rent Flyer box

Sprinkler system/where? \_\_\_\_\_ Other inst: \_\_\_\_\_

Input listing as Incomplete to MLS

Input/Submit listing to active in MLS Date/Time to go active: \_\_\_\_\_

Create photo gallery & load photos to MLS

Set up Google Analytics

Set up Auto reports to go to seller email from Google Analytics

I use Showing Suite  Set up seller email to receive Showing Suite reports

I will use "thank you for showing" template to email agents myself for feedback

I have not set up a template for the above, please use the following question(s) for feedback:

I use Listing Express  Set up seller email to receive Listing Express reports

Create flyer  Include QR code

Custom template flyer I use  Custom Express Template I use

Print/order me \_\_\_\_\_ copies of flyer when it has been approved.

Custom Express \_\_\_\_\_ (how many)

Ship Ground (free 7 days) OR  Overnight shipping (\$9.00)

I need a QR Code for my yard arm sign. OR  For my never out flyer box.

I would like to send email Agent E-Flyers to agents in the following radius miles

35  30  25  20  15  10  5 (Go to [www.agente-flyers.com](http://www.agente-flyers.com) for pricing and radius map)

Silent talkers needed: \_\_\_\_\_

List on back or attach if needed

Attach MLS docs; form 17, legal, 22j, etc. (must be included at turn in to complete)

Assign Lockbox on MLS Lockbox # \_\_\_\_\_

Scan paperwork to me with MLS agent detail when complete

Add home to office tour for Tuesday Date: \_\_\_\_\_

Add listing to my website (if applicable)

Write and hand in a Seattle Times ad for Open house date: \_\_\_\_\_

Schedule Open House on MLS for: date/time: \_\_\_\_\_

Schedule Broker's Open on MLS for: date/time: \_\_\_\_\_

Create Just Listed postcards.

Custom Express deliver  What database \_\_\_\_\_

Deliver to me here at office  How many? \_\_\_\_\_

I would like Weekly Update Reports sent to me that I can forward to my Seller

I want MLS comps on those reports \_\_\_\_\_

Provide MLS criteria to use i.e.; Area/sq ft range/bedroom count/style/etc, etc.