REVA
SERVICES, LLC

Listing Checklist

1. Gather Information from Agent: Address, Seller's Name(s), Seller's Email(s), Seller's Phone Number(s), Showing Instructions List Date and Length of Listing, Lock Box number, if in a HOA and any special stipulations. Can email, text or use link to form on website to send the data.
2. Get legal Description form GRSCCCA.
3. Write listing agreement and send to all parties for signatures.
4. Send Seller's Property Disclosure, Community Association Disclosure (if applicable), and Utility List Request Form to Seller to Complete.
5. Send photo preparation list to Seller.
6. Place order for photos and virtual tour. (If applicable)
7. Get a completed dual entry form from Agent if not previously listed.
8. Enter Listing in MLS and FMLS and add photos and Disclosures.
9. Assign Supra Lockbox.
10. Add Disclosures and CBS Code to ShowingTime.
11. Create a Flyer. (If requested)
12. Send Seller's email with links to online advertising and copy of listing documents.
13. Add to additional websites. (If applicable)
14. Create transaction in Broker Document System and load all listing documents.
15. Add new listing with MLS and FMLS information on Agent Account Summary Spreadsheet.
16. If requested submit listing announcement to broker system.
17. If requested enter Broker Tour or Open House event into applicable websites.
18. If requested create Neighborhood Open House Flyer.
19. Price changes: Get signed change form, submit to Broker Document System, change on various websites, and update flyer.

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Contract to Close for a Listing

1. Change MLS and FMLS Status.
2. Review contract for accuracy.
3. Move listing to contract page on Agent Account Summary Spreadsheet.
4. Create or request missing items needed and/or get signatures or initials missing.
5. Request inspection date and time and send CBS code if needed.
6. Send out an email with Timeline and Executed Contract to all Parties –BCC Client and Co-Agent.
7. Verify Delivery of EM and get a copy.
8. Create commission agreement.
9. Send other agent the commission agreement and utility information.
10. Set up reminder emails about important dates to be sent to Agent.
11. Complete 118 and Pay at Closing Request.
12. Facilitate the completion of the Seller information sheet for the attorney.
13. Type up and send out for signatures Amendments or any additional documents needed.
14. Order Home Warranty and/or Termite Letter (if applicable) – Send to co-agent and attorney.
15. Upload all required paperwork into Broker Document System and set up for pay at close.
16. Send Seller Closing 101 documents and remind them to disconnect utilities.
17. Address any Broker compliance notification issues.
18. Submit HUD and other required documents to Broker Document System.
19. Submit 118 and HUD to FMLS if not already done by Broker.
20. Change to status to Closed in MLS if not already done by Broker.
21. Update Agent Account Summary Spreadsheet with closing commission details.
22. Request feedback and review from Seller.

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Contract to Close for Buyer

1. Gather Information from Agent: Address, Buyer's Name(s), Buyer's Email(s), Buyer's Phone Number(s), offer details. Can email, text or use link to form on website to send the data.
2. Type up offer(s) and Buyer Brokerage (if not already done) and send out for electronic signatures.
3. Once we have a binding contract, I will review contract for accuracy.
4. Add contract information to contract page of Agent Account Summary Spreadsheet.
5. Create or request missing items needed and/or get signatures or initials missing.
6. Send intro email with timeline and executed contract to all parties – BCC Client and Co-Agent.
7. Request Utility Information from Listing Agent.
8. Verify delivery of Earnest Money and get a copy of it.
9. Facilitate the completion of the Buyer's information sheet for the attorney.
10. Start a Transaction in Broker Document System and load contract and other required documents.
11. Order Home Warranty and/or Termite Letter (if applicable) – Send to co-agent and attorney.
12. Create commission agreement.
13. Send other agent the commission agreement and request utility information.
14. Complete 118 and Pay at Closing Request.
15. Create amendments and get eSignatures on documents. (if applicable)
16. Submit all additional documents to all parties and Broker Document System.
17. Set up reminder emails about important dates to be sent to Agent.
18. Send Buyer Closing 101 documents and remind them to connect utilities.
19. Address any Broker compliance notification issues.
20. Upload HUD other required documents into Broker Document System.
21. Submit 118 and HUD to FMLS if not already done by Broker.
22. Update Agent Account Summary Spreadsheet with closing commission details.
23. Request feedback and review from Buyer.

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