



Listing Services

Time Squared Services, will oversee the input of listings into the MLS systems.

- Create and enter all information into the MLS system(s) (FMLS, GAMLs, NEGMLS, etc.)
- Load and organize photos for the listing
- Set up scheduled open houses in the MLS systems
- Set up ShowingTime as requested by agent
- Attach all documents to listing and ShowingTime and make them viewable to selling agents (Legal, SPD, CAD, Lead Based Paint, etc.)
- Maintain listing with any updates (price changes, under contract, etc.)

What we need from you to make this process the most effective:

- All passwords to FMLS, GAMLs, NEGMLS, Supra, document management system, etc.
- Complete FMLS Listing Input Form
- Provide CBS code, Shackle Code and Lockbox Serial number
- Provide photos, videos, documents (Legal, SPD, CAD, LBP, etc.)

Terms - Listing input and maintenance - \$75 for FMLS & GAMLs entry. Additional \$25 if property needs to be entered into NEGMLS as well.

Invoices – Invoices will be sent at the beginning of a new month for all services from the previous month.

Payment Method - Checks to be made payable to Time Squared Services at 1304 McLendon Avenue NE Atlanta GA 30307.

Contact Information:

Cherie King - cherie@timesquaredservices.com or 404-786-2407

Jennifer Seeby - jennifer@timesquaredservies.com or 770-330-2301