

New Listing Turn-In Checklist

- _____ Fully executed exclusive right to sell
- _____ Seller's Disclosures & LBP – filled in and all initials and signatures
- _____ Agency Disclosure
- _____ Andrews Realty Contact Sheet
- _____ Listing Description

After you have all these items, Amanda will take the file over (for some of you, you'll input your own. In that case, please just let me know what you need from me). The next steps include scheduling the photographer to go out to the home, and launching the listing.

Please also make sure you tell me who I should call for showings.

All items above can be saved to the buyer's prospect folder on the network
Computer/Active (P)/Real Estate/Listings Active

Right click on the blank space in that folder and select "new" then "folder" to add a new folder to the list. Alternately, you can send them all to me via email.

Helpful hints:

- When you're saving documents from authentisign, select the printer icon instead of the saving icon. Then print to Adobe and save that way. That will give you unlocked documents (without password protection).
- Click the "save contact" bottom at the bottom left of the info screen when adding a new signer to an authentisign package. That way, they'll be there next time.
- Exclusive Right to Sell → Forms/GMAR/Exclusive Right to Sell
- Seller's Disclosures → Forms/Michigan Association of Realtors/Seller Disclosure Statement
- Lead Based Paint Disclosure → Forms/GMAR/Lead Based Paint and LB Hazards Disclosure