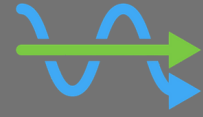


ALLY SIMPLIFY LISTING PREPARATION



From Listing to MLS Pre-Activation

- Introductory call and email to Seller with copies of all listing paperwork and everyone's contact information. (If applicable)
- Send your "Seller To-Do List" for them to complete (includes: MLS Property Profile Sheet, Preparation Checklist for Photo Shoot, Seller's Disclosure, Utility Billing and Info Sheet, HOA/Condo docs, etc.) (If applicable)
- Ensure the Seller arranges for a spare key to be delivered to you. (If applicable)
- Confirm sign, lockbox, and riders/flyer box have been installed. (If applicable)
- Schedule photography, virtual tour, cleaning and staging consultation/service with your preferred vendors. (If applicable)
- Order a pre-listing inspection and a preliminary title commitment and other required forms from the title company, to ensure repairs are being advised and addressed and no liens will hold up the sale (If applicable).
- Input listing data from Seller-completed MLS Property Profile Sheet into the MLS (this pricing includes up to 2 MLS accounts per Agent)

