

# New Listing Preparation

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Prepare Listing Agreement  
Prepare all documents associated with listing  
Send documents for signature  
Schedule Photos (if needed)  
Schedule Stager (if needed)  
Prepare and Send Amendments as needed  
Manage Deadlines and remind agent

**\$75**  
**Paid At Time of Preparation**

\*\*\* An invoice will be emailed to you through Quickbooks, from Jolie Maison, LLC once docs are submitted to seller. This will be due within 3 business days of the invoice being sent.