

LISTING CHECKLIST

Tasks	Assigned To
1. New Listing? Agent will notify Admin Manager (Noha) via email and hangout and email PDF of Fully Executed Listing Agreement and other listing docs.	Agents
2. Add Incoming to Asana	Noha
3. Add Tasks lines and due dates to Asana	Noha
4. Co- Listing Agent input the property information and instructions on the Description Box	Agents
5. DOWNLOAD ALL LISTING DOCUMENTS TO DRIVE	Noha
6. Share and Allow access to Particular file on Drive to the Listing Agent	Noha
7. Create an MLS Incoming	Noha
8. Coordinate with occupant (owner/tenant) to access the property for the photo shoots and showing procedures (give tenants a 2 days notice to access)	Agents
9. Schedule professional photo shoot with our preferred vendor (TRON) and 3D Scans if the property is over \$750K	Agents
10. Get SentriLocbox from Office Manager or from the designated place at the office. Make sure SHACKLE on the lock box opens before assigning and placing it to the listing! Test it at the Office before you'll go! Install SentiLock Box and For Sale sign at the property and inform Admin Manager the lockbox serial number and the sentrilock box location by email and hangout	Agents
11. Ready and record the Serial Number to our Systems and Lock Box # add to Asana + MLS + Showing Time + TP	Noha
12. Agents will meet photographer, owner/tenants and take videos and walk through videos up to 3 minutes. Ask Owner	Agents

for extra keys for sentrilock	
13. Upload the photos and video walk through to Team google drive	Agents
14. Ready to Activate Listing? Email the owners to complete/review MLS input sheets after pre-filling as much as possible.	Agents
15a. Post or Market 'Coming Soon' for our Incoming Listing to Social Media and MLS. Do not input the house or unit number, just the street name for address. Add 2-3 interior photos IF we have them. If not, use the 'Coming soon' image. 15b. Put it incoming on Slack and inform the RE/MAX ALOHA HOMES TEAM about the upcoming listing. 15c. Update "TAN" Top Agents Network System	Noha
16. Create an INCOMING LISTING IN TOP PRODUCER + Change the TP Status for the client (Active, Engage, Future, Closed, Non-client, New) + add all parties contact information	Noha
17. Inform Agents Incoming MLS was already created and demands activation- Agents are responsible to turn the listing to active status. "LISTING DATE = ALWAYS today's date"!!!	Noha
18. Check if the Agents change the status to Active on MLS- if not remind them	Noha
19 Check with the Listing Agent if we need Schedule Open House for the first weekend on market and confirm WITH ALL PARTIES (Agent Sitting OH, Owner, Tenants)	Noha
20.If the OH is confirm Pre-prepare for Open House by requesting Flyers from Escrow Title and Pacrim, advise Agents to get OH sign from the office and update the check in and check out sheet of how many signs they took and return back (check with the office manager if the signs are there and the sheet was updated)	Noha
21. Update Showing Time with showing instructions	Agents

22. If the property is vacant Listing Agents should make a duplicate of the key and put it in the key box at the office and update inventory	Agents
23. Listing Agent Email the Owner (and cc tenant if there is a tenant) that the property is on Market Active and cc the admin manager and sales manager	Agents
24. Set up automated email reports from Showing Time system to provide feedback (weekly) to send to OWNERS from Showing Time system cc the Agent and Listing Assistant and sales manager	Noha
25. Once active on MLS, move file from INCOMING on google drive to SELLERS ACTIVE folder on google drive + Asana	Noha
26. Add all info in TP Active + Change the Status on TP for the client + Commission %, and Referral info (yes or no)	Noha
27. Request Blast Email Campaign and flyer from THE PARTICULAR ESCROW COMPANY THAT WE USE FOR THE TRANSACTION	Noha
28. Set up advertising campaign on ADWERX for 4 weeks (Sales Manager)	Eric
29. Set up an advertising campaign on Megaphone starting on a minimum budget. Increased budget needs to be discussed with team leader and sales manager	Eric
30. Advertising cost for Adwerx and Megaphone to be reported to Office manager and reflect it on the listing Agent's Investment Statement (50% cost to Team Leader & 50% Cost to Listing Agent)	Noha
31. Set up Advertising and Posting on "Back At You" Social Media HUB/ Advertising Platform	Agents
32. Request Prelim Title Report from Escrow (Escrow and Escrow Officer Suggested in the Agent MLS Remarks, Send her MLS Link)	Noha

33. Download Prelim Title Report to Google Drive Listing Folder once send by the Escrow officer	Noha
34. Order Financial flyers from Pac Rim Mortgage	Noha
35. In a case, Pac Rim Mortgage is not the lender remind the listing agent to get a competitive Mortgage Loan Quote	Noha
36. Revise and Update the Adwerx Advertisement	Noha
37. Retrieve single property website from Megaphone (from Maxcenter)	Noha
38. Post-Single property website link to RE/MAX ALOHA HOMES Facebook page and in IG	Noha
40. Add Virtual tour and Single Property Website to Realtor.com from Design Center (from Maxcenter)	Noha
41. *** (Training Needed) Virtual Tour, 3D Scans if applicable) to YouTube	Noha
42. Create Craigslist ad	Noha
43. Check with the Sales manager and remind him of Price improvement. Put Reminder in Google calendar and Asana for every 14 days DOM	Noha
45. Schedule warning to Google calendar to get notified 30days before listing expiration and invite/cc the Listing Agent, Listing Assistants, Sales Manager 30 days before the actual listing expiration on MLS	Noha
46. Schedule warning to Google calendar to get notified 15days before listing expiration and invite/cc the Listing Agent, Listing Assistants 15 days before the actual listing expiration on MLS	Eric
47. Schedule warning to Google calendar to get notified 15days before listing expiration and invite/cc the Listing Agent, Sales Manager 15 days before the actual listing	Agents

expiration on MLS	
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