

Listing Coordination Basic



Summary: Take the ease out of your next listing and spend all your time marketing the home for your sellers for top dollar. Once the pictures have been ordered and the input sheet & ShowingTime instructions have been filled out, your work is done from the administrative side. Knoche Place Like Home will input all your listing information into the MLS (both Cincinnati and Dayton, if you'd like) and ensure you're in compliance with documents, as well as with the MLS. KPLH will also communicate directly with you and the seller when the property is live.

- TC to receive Package Intake Form from Agent (see time required at bottom!)
- TC to enter listing into MLS with Agent's completely prefilled MLS input sheet including remarks, measurements, etc.
- TC to enter photos into MLS – photos provided by agent
- TC to enter virtual media links in MLS – provided by agent
- TC to attach disclosures/feature sheets/plot, etc. in MLS (provided by the agent)
- TC to enter ShowingTime instructions provided by agent with agent directed method of Feedback to Seller
- TC to send agent provided Validation Form/Delayed Entry/Coming Soon Forms to MLS
- TC to input Open Houses in MLS
- TC to make any needed changes in MLS throughout the listing with a fully executed amendment to the listing agreement provided by the agent
- TC to enroll seller in listing home warranty coverage; TC will provide receipt copy to the agent and seller
- TC to ensure all required listing documents are in compliance and signed
- Listing is now LIVE email - TC to put together in one file, a complete copy of the listing docs; send ShowingTime app instructions; one page MLS report once listing is active

*NEED AT LEAST 48 HOURS MINIMUM TO GET LISTING LIVE!

PRICE - \$150

*Half off if also
doing seller CTC
package

Listing Coordination Ultra



Summary: In addition to all the items mentioned in the Listing Coordination Basic, Knoche Place Like Home will schedule the pictures on your/the sellers' behalf, as well as collect any necessary HOA documents and utilities from the seller. KPLH will also make any necessary changes in the MLS (price changes, etc.).

- TC to receive Package Intake Form from Agent (see time required at bottom!)
- **TC to schedule photos on requested date/time**
- **Communicate to seller and agent when the time has been scheduled**
- TC to enter listing into MLS with Agent's completely prefilled MLS input sheet including remarks, measurements, etc.
- TC to enter photos into MLS – photos provided by agent
- TC to enter virtual media links in MLS – provided by agent
- TC to attach disclosures/feature sheets/flat, etc. in MLS (provided by the agent)
- TC to enter ShowingTime instructions provided by agent with agent directed method of Feedback to Seller
- TC to input Open Houses in MLS
- TC to send agent provided Validation Form/Delayed Entry/Coming Soon Forms to MLS
- **TC to work with seller to collect needed HOA docs if listing is part of an HOA**
- **TC to gather a list of utilities applicable to the property to share as part of the listing & buyer**
- TC to make any needed changes in MLS throughout the listing with a fully executed amendment to the listing agreement provided by the agent
- TC to enroll seller in listing home warranty coverage; TC will provide receipt copy to the agent and seller
- TC to ensure all required listing documents are in compliance and signed
- Listing is now LIVE email - TC to put together in one file, a complete copy of the listing docs; send ShowingTime app instructions; one page MLS report once listing is active
- **TC to make any needed changes in MLS throughout the listing**
- **TC to rearrange photos for listing after 3 weeks if home is still active**

PRICE - \$200

*Half off if also
doing seller CTC
package

*NEED AT LEAST 48 HOURS MINIMUM TO GET LISTING LIVE!
IF PICTURES NEED ORDERED, 72 HOURS NEEDED!