

Listing Contract SOP

Preliminary Step - Open Escrow

- ☐ Contact your preferred Title Office to Open Title.
- ☐ Request a Title Report and Listing Packet, which will include and verify:
 - Owner's Names
 - Property Location
 - Parcel Number
 - Exhibit A

Step 1 – Create the Listing File in SkySlope

- ☐ Log into SkySlope.
- ☐ Create a new listing transaction.
- ☐ Draft Listing Agreement and required addenda using approved forms.
- ☐ Confirm property address is entered correctly throughout.
- ☐ Confirm commission and key business terms are complete.
- ☐ Verify all necessary information is included and accurate.
- ☐ Verify all required fields are filled.
- ☐ Submit for Broker review if licensed less than 2yrs or if you have any questions.

Step 2 – Obtain Signatures

- ☐ Send documents for signature through SkySlope, DocuSign, or Digisign.
- ☐ Confirm Listing Agreement is fully signed.
- ☐ Confirm all additional addenda and disclosures are fully signed.

Step 3 – Review for Accuracy and Completeness

Before submission, confirm:

- ☐ All details are fully filled in.
- ☐ All required addenda are attached.

If corrections are needed, please **fix them before uploading**.

Step 4 – Upload and Submit for Compliance

- ☐ Upload all fully signed documents to the SkySlope checklist within 48 hours of receipt
- ☐ Email a copy of the complete signed listing package to: WAdocs@epiquerealty.com
- ☐ Use subject line format: LISTING – Full Property Address (Street, City, Zip)

Agents are responsible for SkySlope file and listing-side compliance prior to mutual acceptance.

Step 5 – Accepted Offer

Once a Purchase & Sale Agreement has been mutually accepted:

- ☐ Confirm the contract is fully signed
- ☐ Begin the **Accepted Purchase & Sale SOP** process

The Transaction Coordinator becomes involved only after a Purchase & Sale Agreement has been mutually accepted.