

Listing Contract SOP

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.