Pre-Listing	Date
Seller analysis	
Personal listing presentation | CMA	
Order property profile	
Add seller/client to CRM	
Make file for listing	
Prepare listing Paperwork – RLA, Disclosures, etc.	
Prepare listing Timeline	
Schedule stager (if applicable)	
Schedule photographer	
Think about seller incentives (e.g., lower commission, credit, etc.)	
At Appointment	
Walk-through (take notes)	
Discuss the current market	
Discuss price point	
Discuss timeline to go live	
Key, lockbox, or appointment only*	
Confirm all contact info	
After Appointment	
Execute RLA (if applicable)	
Submit to listing and docs to Broker	
Order advertising materials (if desired)	
Coordinate sign installation with Robin @ CNCLV	
Place lockbox (if applicable)	
Submit listing and photos in MLS	
Schedule Open House (if applicable)	
Claim Listing on Zillow, etc.	
In Escrow	
Open Escrow – provide them with Seller, Buyer, and Agent info	
Ensure that Seller has completed all disclosures and send them in timely manner	
Get disclosures to buyer	
Coordinate contingencies with Buyer's agent (inspection, appraisal, etc.)	
Attend home inspection (if needed)	
Check on contingencies ongoingly	
Constantly update checklist and paperwork for Broker/coordinator review	
Attend Final Walk-through (if needed)	
Remove sign through Robin @ CNCLV	

Remove Lockbox	
Report Sold to MLS in timely manner	