

PRE-LISTING CHECKLIST

Property Address: _____

Days Prior to Listing Appt	Date Completed	Description	Requested	Complete
3		Create new listing file with all forms & templates		
3		Schedule listing appointment in agent's calendar		
3		Locate & save old MLS listings for subject property		
2		Obtain property profile, assessments & taxes		
2		Call title & request legal description & deed		
2		Obtain parcel map & survey info		
2		Print agent's pre-listing presentation materials for consultation		
2		Prepare seller net sheet(s)		
2		Prepare CMA for agent's review		
2		Prepare map & directions to property		
2		Fill out & print seller's disclosures for listing consultation		
1		Prepare listing packet		
1		Fill out MLS input sheet w/ missing info still needed		
1		Input client into CRM database		
1		Pre-listing packet hand delivered to client		
1		Prelisting packet & video emailed to client		
0		If listing is NOT signed, schedule a follow-up call for agent		
0		If listing IS signed, start "Listing to Contract Checklist"		

