



Real Estate Listing Checklist

22 Nov 2020 / agent Kevin B

Complete

Score	0%	Failed items	17	Actions	0
Conducted on				22nd Nov, 2020 11:35 AM +08	
Prepared by				agent Kevin B	
Location				Palmer Park/Prairie, Colorado Springs, CO 80909, USA (38.8542, -104.7886165)	

Failed Items

17 failed

Checklist / Marketing

Send video to leads

Not yet started

Checklist / Marketing

Market listing using agent tool

Not yet started

Checklist / Marketing

Draft & Share a Blog Post on Your Website

Not yet started

Checklist / Marketing

Design an Eye-Catching Brochure

Not yet started

Checklist / Marketing

Join a Real Estate Caravan

Not yet started

Checklist / Marketing

Send the Listing to Your Leads

Not yet started

Checklist / Marketing

Send marketing materials to a targeted audience

Not yet started

Checklist / Marketing

Share the listing on Instagram

Not yet started

Checklist / Marketing

Share the listing on Facebook Ads

Not yet started

Checklist / Marketing

Design and print marketing materials

Not yet started

Checklist / Marketing

Post on Craigslist using a posting service

Not yet started

Checklist / Marketing

Circulate Postcards & Door Hangers

Not yet started

Checklist / Marketing

Hold Individual Showings

Not yet started

Checklist / Closing

Monitor Status of Title Insurance

Not yet started

Checklist / Closing

Track Appraisal & Inspections

Not yet started

Checklist / Closing

Provide the Seller a Moving Checklist

Not yet started

Checklist / Closing

Monitor Status of Closing Documents

Not yet started

Checklist

17 failed

Pre-listing & Listing

To secure your next listing, prepare for your listing appointment, sign a listing agreement, and ready the property for open houses and individual showings.

Familiarize yourself with the neighborhood

Done



Photo 1

Drive past the property

Done

Prepare a comparative market analysis

On-going

Sign a Listing Agreement

On-going

Confirm Property Information

Done

Input Listing in the Multiple Listings Service

On-going

Post Your Sign at the Property

Done



Photo 2

Address Necessary Security Issues

Done

Install a lockbox

On-going

Obtain security system info

On-going

Prepare the Property for Showings

On-going

Have the owner clean the home

Done

Mr and Mrs Smith confirmed this morning that the property has been cleaned.

Consider virtual staging

On-going

Marketing

13 failed

Once you finalize a listing agreement with the seller, update the Multiple Listing Service, post a “For Sale” sign at the property, and stage the home, start marketing your new listing.

Capture High-Quality Listing Photos	On-going
Hire professional photography services	Done
Create a video of the Property	On-going
Film a virtual tour	On-going
Capture drone footage	Done
Send video to leads	Not yet started
Claim the Listing Online	On-going
Sign up for agent tool	Done
Market listing using agent tool	Not yet started
Create a Property-Specific Landing Page	On-going
Draft & Share a Blog Post on Your Website	Not yet started
Design an Eye-Catching Brochure	Not yet started
Join a Real Estate Caravan	Not yet started
Send the Listing to Your Leads	Not yet started
Segment your leads using a CRM	On-going
Send marketing materials to a targeted audience	Not yet started
Share the Listing on Social Media	
Share the listing on Instagram	Not yet started
Share the listing on Facebook Ads	Not yet started
Design and print marketing materials	Not yet started
Post on Craigslist using a posting service	Not yet started
Circulate Postcards & Door Hangers	Not yet started
Schedule an Open House	On-going
Hold Individual Showings	Not yet started

Closing

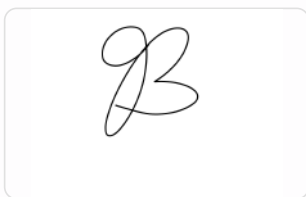
4 failed

After your marketing strategy pays off and your listing is under contract, take steps to ensure the transaction closes smoothly and without unnecessary delays.

Calculate Deadlines Under Contract	On-going
Identify Closing Agents	On-going
Monitor Status of Title Insurance	Not yet started
Track Appraisal & Inspections	Not yet started
Provide the Seller a Moving Checklist	Not yet started
Monitor Status of Closing Documents	Not yet started

Sign Off

Name and Signature



Kevin B

22nd Nov, 2020 11:48 PM +08

Appendix

Appendix



Photo 1



Photo 2