

## Listing A Home Workflow Checklist

**\* Summit Brokers:** After opening this document, be sure to “Save As” in a location easy to find on your computer so you can edit etc.

### Getting the listing up and running

(click the checkbox for each completed task)

- Have client sign listing agreement, send PDF of listing agreement to [offers@summitpropertiesnw.com](mailto:offers@summitpropertiesnw.com)
- If listing office commission is anything less than standard 3% confirm this has been authorized by Sean Reynolds (206 713-5415) [sean@summitpropertiesnw.com](mailto:sean@summitpropertiesnw.com)
- Have professional photographer take photos of house.
- Get key from owners/put lockbox on house/confirm with sellers where lockbox will go – make sure your lockbox is the newer one with Bluetooth technology
- Summit Listing Flyer Template MS Publisher Doc can be found in the Summit Help folder in your Summit Dropbox. You will need to have MS Publisher to edit this flyer or use

- <http://www.flyerco.com>  
This is a good site with online support, flyer creation is around \$19.95 for 1 time flyer design, then you download the document and take it to a print shop. Create flyer and place minimum of 50 in flyer box and also place 50 flyers inside home.
  
- Input Listing into the NWMLS – Need to have taken listing input class and have Form 81 signed by Designated Managing Broker prior to taking class.
  
- Assign the listing to the keybox. See: “**Assigning a Listing to a Keybox**” in Dropbox “**Summit Help**” Doc
  
- Order the sign to be delivered from Sign Pro – Redmond.  
<http://www.signpros.net>  
**Mailing:** P.O. Box 2518 Redmond, WA  
**Business Address:** 17425 NE 70th ST, Redmond, WA 98052  
**Phone:** 425-885-3204  
**Fax:** 425-861-0248  
**E-mail:** [signs@signpros.net](mailto:signs@signpros.net)  
After Sign Pro’s has delivered sign make sure flyer box (if installed) gets filled with flyers. If Sign Pro’s did not install sign box, get one from NWMLS, screw onto wood sign frame yourself and fill with flyers.
  
- Confirm scheduling of access to home with sellers key in key box? Appointment? Put special instructions in NWMLS.

## How to Use Scheduling in NWMLS / Make An Appointment

Please refer to the following hyperlink for detailed instructions for using the NWMLS showing times/appointments feature:

[http://www.nwmls.com/library/userguides/ShowingTime/ST\\_Getting\\_Started.pdf](http://www.nwmls.com/library/userguides/ShowingTime/ST_Getting_Started.pdf)

## Open House Workflow Schedule

- Confirm dates of open house with the homeowners
- Advertise Open House on Craig's List
- Put Open House dates on NWMLS Listing
- Open House Signs have been placed throughout neighborhood for open house
- Make sure Flyer Box is at house with your business cards
- Drinks (bottled water) and Snacks for Guests, visitors will stay longer
- Make sure enough flyers are at home for large number of open house visitors - order more flyers if necessary
- "Please Remove Shoes" box with booties has been placed at entry of home



Social Media Checklist for Listing

Add New Listing to Brokers Profile Page on [Summitpropertiesnw.com](http://Summitpropertiesnw.com)

Have Sellers share on their Facebook Pages