

THE REAL ESTATE

C L U B

Listing Checklist

Property For Sale _____
Price Property listed _____ Date _____

Vendors Name _____
Address _____
Phone _____
Email address _____

Solicitors details _____
Address _____
Phone _____
Email address _____

Record of price adjustments
Date _____ Price change _____
Date _____ Price change _____
Date _____ Price change _____
Date _____ Price change _____

If property is tenanted

- Go and see the tenant
- Arrange inspection times with tenant
- Give solicitors a copy of the lease agreement
- Create manila folder
- Copy of contract attached
- Inspection report attached
- Comparable sales attached
- Pricing attached
- Copy of lease agreement if applicable
- Agency Agreement attached – ensure that it is completed correctly
- Create a folder in Google Drive
- Upload all paperwork to Google Drive
- Order any paperwork / certificates you need
- Have keys cut / obtain keys.
- Register keys and tag
- Enter details into CRM
- Write Advertisements
- Advertisements submitted to vendor for approval

Auction

- Book auction if applicable
- Book auctioneer

Advertising

- Vendor to sign marketing proposal
- Collect vendor paid advertising
- Order professional photographer
- Virtual tour booked
- Video booked
- Floor plan ordered
- For sale sign ordered
- Flyers designed
- Flyers approved
- Flyers ordered
- 3 x 3 x 6 prepared

Date contract received _____

Advertising / Marketing

- Send sms's to existing database in property price range
- Send emails to existing database of buyers
- Phone past buyers in price range
- For sale sign erected
- Design and schedule Facebook ads
- Design and schedule Google Ads
- Upload to Office website – Upload to Real Estate Portals
- 3 x 3 x 6 delivered
- Schedule open house

Sale Price _____ **Date** _____

Buyers Name _____
Address _____
Phone _____
Email address _____

Buyers Name _____
Address _____
Phone _____
Email address _____

Solicitors Name _____
Solicitors company details _____
Address _____
Phone _____
Email _____

Deposit taken

- Sales advice letters sent to solicitors
- Contract prepared

Property unconditional

- Sales advice letters sent to solicitors
- Sold brochures delivered around sold property
- Phone prospect around sold property
- Change property on websites to sold
- Photo with buyer putting sold sticker on sign
- Gift on unconditional sale to buyer (photo of them putting sold sticker on in a frame)
- Gift on unconditional to seller
- Gift on settlement to buyer
- Gift on settlement to seller
- Request sign removal

Leased property

Monitor –

- Will the buyer be renting property again? Get your property manager to talk to them – if you don't have a property manager then refer to someone for a referral fee.
- Does the tenant have to be given notice of unconditional contract?