

NEW LISTING		
Listing Appointment	CMA, listing presentation, walk-through packet	✓
Warranty	Determine if home will be covered	✓
Sellers Disclosure	Complete the disclosure form	✓
Homeowners Association Documents	Gather HOA documents if applicable	✓
Authentisign	Review procedure	✓
Welcome Letter	Includes “Next Steps”	✓
Listing Paperwork	Complete via Authentisign	✓
PRE-MLS		
Repair, Maintenance and Staging	Refer you to concierge contractors and stagers if needed	✓
Yard Sign Installation	Flags provided to seller to place in yard	✓
Listing Walk-Through	Complete the “Seller Information Sheet”, gather details	✓
Professional Photography	Listing Manager or Agent to meet photographer at your home	✓
Lock Box	Lock box allows licensed realtors access to your home	✓
Pre-Marketing to Agents	Weekly updates via BlueNet, HP Team and Sales Meetings	✓
Coming Soon Announcements	Zillow, HPRealEstateGroup.com, eNewsletter	✓
Brochures	Professional brochure produced and delivered to home	✓
ACTIVE LISTING		
Listing Activated	MLS, Team Websites, CBHomes, Zillow, Trulia, Realtor.com + more	✓
Marketing Activity	Newspaper, eBlasts, Facebook, direct mail, blog, etc.	✓
Marketing Reports	Website hits, showing feedback, marketing tactics	✓
OFFER		
Offer Negotiation	Purchase agreement, contingencies, counter-offer	✓
Inspection	Conducted within 5 days of the offer	✓
Inspection Report and Response	Report, response and actions required within 4 days of report	✓
PENDING STATUS		
Pending Status in MLS	Remains in pending status until closed	✓
SOLD Sign	Add “SOLD” header to the yard sign once pended	✓
Title Company	Communication between the seller/agent/title co. as needed	✓
Appraisal	Order by buyer’s lender. Paid by buyer	✓
Finalize Financing	Buyer finalized financing with lender	✓
Final Walk-Through	Buyer, Buyer’s Agent complete final walk-through	✓
Closing	Attend by buyer, seller, title company	✓
Hand Off Keys and Garage Door Openers	Buyer takes possession	✓
SOLD		
Sold Status in MLS	Official “Sold” status reported	✓
Yard Sign Removed	Sign removed after final closing	✓