**Seller Checklist**

Initial Contact

If Referral Thank You Gift

Add to Contacts

Add to Mailchimp List

Add to Pipeline Spreadsheet

Add to HomeBot

Email Seller Documents

Order Title Search

Schedule Home Walk Through

Research Property Prior to Home Visit

Home Visit

Follow Up Email or Video

Market Analysis

Seller Net Sheets

Follow Up Phone Call

Discuss Home Preparation

Discuss Stager

Contract

Seller Disclosures

Discuss Showing Schedule

Discuss Possession Dates/Rent Back Needs

Discuss Offer Procedures/Potential Situations

Stager Bid

Contractor Scheduling if Necessary

HES if Applicable

Request List of Updates/Improvements

Schedule Photographer

Schedule Yard Sign Install

RMLS Data Collection and Review

Tour Factory Website Listing Data and Active

Upload Photos/HES/Supplemental Docs

Marketing Materials

Booties/Flyers/Permaflyer

Facebook and Instagram Post

Utube New Listing Video

New Listing Blog

Master’s Circle Email

Open Houses if Applicable

Follow Up with Showings

Create Offer Spreadsheet if Multiple Offers

Present Offers

First Position and Back Up if Possible

Deliver Accepted Offer to Agent(s) and TC

PENDING in RMLS

PENDING in Tour Factory

PENDING on Yard Sign

TC Creates and Distributes Timeline

Put Timeline in My Calendar

TC Opens Escrow

Track EM Deposit and Inspections

Notify Seller of Inspection Schedule

Collect Bids for Repairs

Negotiate Buyer Repairs/Credits

Provide Appraiser with Data and Comparables

Provide Buyers Agent with Any Paid Repair Invoices

Notify Stager to Remove Staging

Remind Seller to Remove Name from Utilities After Closing

Schedule Sign Removal

Review Sellers Final Settlement Statement

Attend Signing

Arrange for Key Handoff

Remove Booties/Lockbox

RMLS SOLD

Tour Factory SOLD

Remove from HomeBot

Closing Gift and Card

Seller Change of Address on Master List

SOLD Post on Instagram and Facebook

Add SOLD to Website

Update Pipeline/Commission Spreadsheet