

## OFFER WRITING

Take the information you give us through our website or a phone call to our hotline and populate forms on Transaction Desk

Merge the MLS Listing Sheet, Pre-Approval (if provided), Offer Documents, and Supplements into a single PDF file for you to review.

We will complete any supplemental documents as needed including cover sheets.

Send to you for review.

Make any changes as necessary per your review.

Send offer out for signatures

We typically do not CC the listing agent unless asked to do so.

We can present the offer to the Listing Agent in an email but feel it's important you do this personally to establish a relationship.

## LISTING PREP

Take the information you give us through our website or a phone call to our hotline and populate forms on Transaction Desk

This includes populating the Listing Input form with existing MLS data.

- It is up to you to get the form 100% updated, we only know what was on MLS and typically that is from several years ago.
- We are 100% remote so we rely on you to give us accurate information.

Merge all of the docs into a single PDF and send to you for review.

Make any changes as necessary

Send Listing Contract out for signatures

Take the listing packet and/or

- Send to your office with instructions to withhold and make them aware of coming soon/active dates given.
- Upload to your Back of House System (SkySlope, Command, Etc.)
- Withhold the property for you/Make Coming Soon/Make Active on MLS

- These are dependent on your brokerage model and whether you use us for MLS Listing Management. We are 100% remote so we rely on you to give us accurate information.

Any updates needed after the listing contract is signed should go directly to the people managing your listing

This could be your assistant, your office, or even us.

- We've found that not communicating directly with your listing team can cause a lot of confusion and errors in communication. If we do not manage your MLS all changes, requests, etc. should be directed to your listing team.

We will help prepare listing amendments and will make sure they make it to your listing team.