
Listing Entry

- ✓ Enter Property in FMLS/GAMLS
- ✓ Add Property Photos/Tour if Provided
- ✓ Enter Property into KWLS System (KW agents)
- ✓ Enter Property on Agent Website (as directed by agent)
- ✓ Submit File to Broker (KW agents – Dotloop)
- ✓ Pull Warranty Deed (as needed)
- ✓ Update Supra with Lockbox/Property Info
- ✓ Email Agent MLS Listing Links (FMLS/GAMLS)
- ✓ Create Tile in Agents FMLS Account (rdocs)
- ✓ Share the following documents on FMLS/GAMLS (as directed by agent)
 - Sellers Property Disclosure
 - Community Association Disclosure
 - Warranty Deed/Legal Description
- ✓ Set Up Showingtime (as directed by agent)
- ✓ Add Listing Expiration Date & Reminder Date to Agent's Calendar
- ✓ Adjust Price in FMLS/GAMLS/KWLS/Agent Website (as directed by agent)
- ✓ Add Open House Info to FMLS/GAMLS/Zillow/Realtor (as directed by agent)
- ✓ Order Seller Home Warranty (as directed by agent)

Should Listing Expire:

- ✓ Remove Owner's Phone # From FMLS/GAMLS Prior to Expiration (as directed by agent)
- ✓ Arrange with Seller for Sign/Lockbox Pickup & Where to Leave Key (only for coordination purposes)

Listing to be Withdrawn – Additional \$10.00

- ✓ Complete FMLS/GAMLS Withdraw Forms, Send to Sellers for Signatures, Obtain Broker's Signature, Send to FMLS/GAMLS
- ✓ Remove from Agents Website
- ✓ Change Status in KWLS (for KW agents)
- ✓ Arrange with Seller for Sign/Lockbox Pickup & Where to Leave Key (only for coordination purposes)

*\$125.00 – Agent provides photos

*\$325.00 – Includes professional photos