

# NEW LISTING *checklist*



## PROPERTY ADDRESS \_\_\_\_\_

STATUS :  ACTIVE  COMING SOON - ON MARKET DATE: \_\_\_\_\_

UPLOAD DOCUMENTS - SPD, CAD, LBP (REQ PRE 1978) OTHER \_\_\_\_\_

SUPRA SET UP SERIAL NUMBER: \_\_\_\_\_  FMLS  GA MLS

APHW SELLER PROTECTION?  \$100 DEDUCTIBLE  \$50 DEDUCTIBLE

LIST LUEDER, LARKIN & HUNTER AS PREFERRED ATTORNEY?

LIST SOUTHEAST MORTGAGE AS PREFERRED LENDER?

## MARKETING

OPEN HOUSE: DATE \_\_\_\_\_ START TIME: \_\_\_\_\_ END TIME: \_\_\_\_\_

REMARKS: \_\_\_\_\_

\_\_\_\_ # OF MARKETING PACKAGES (3 FREE)

JUST LISTED POSTCARDS - TEMPLATE  A  B  C  D

JUMBO (8.5" X 5.5")

SMALL (5.5" 4.25")

POSTAL PROTECT (RECOMMENDED)

## NOTES

ANYTHING ELSE YOU NEED HELP WITH FROM US ON THIS LISTING?

CURRENT PRICING CAN BE FOUND AT  
[HTTPS://CENTERMEMBER.COM/MARKETING-CENTER](https://centermember.com/marketing-center)

**RE/MAX**Center

