

# SELLER / LISTING CHECK LIST

FAX: 440-449-9100 / C21HOMESTAR@GMAIL.COM

AGENT: \_\_\_\_\_

PROPERTY ADDRESS: \_\_\_\_\_

Check List:	_____	Consumer's Guide:	_____
Escrow Letter:	_____	Lead Based Paint:	_____
Listing Agreement:	_____	Lock Box Agreement:	_____
MLS Input Form:	_____	Home Warranty:	_____
Property Disclosure:	_____	Others:	_____

\* MUST have 6 or more listing photos for your listing to be sent to all websites \*

## 1) MAKE SURE YOU ARE MAXIMIZING YOUR LISTINGS!

Century 21 has a lot of great tools, technology and training to help market your listings online Please call the office or Tony to help train you on all the tools available for your listings.

1. **Websites:** Check all major websites in 48 hours. Make sure everything is correct.  
- Zillow / Trulia / [realtor.com](http://realtor.com) / [homes.com](http://homes.com) / [century21.com](http://century21.com)
2. **Realtor.com:** You can login and add more photos and marketing to your listings?
3. **Unique Property Websites Pro:** Do you use the website in your marketing?
4. **Golden Ruler:** Are you sending web reports to your sellers?
5. **YouTube:** Have you seen your listing videos and use them in marketing?
6. **Property Flyers:** Great Flyers on the Unique Property Website Pro Site
7. **21Online:** Check your listing in Listing Central.
8. **www.ToolKitCMA.com:** Great Listing Presentations.
9. **ZAP Agents Websites:** Complete Website and Lead Management System.  
- You must take the ZAP training to get your internet leads.

## 2) PREFERRED VENDORS: (Mortgage - Title - Inspectors - Home Warranties)

[www.HomeStarVendors.com](http://www.HomeStarVendors.com) - Please give this website address to your Sellers. We have some great preferred vendors we enjoy working with. Always give your Seller's a choice and options. It is their decision who they would like to work with.

## 3) HOME WARRANTIES:

Please explain to your Seller's the advantages to offering a home warranty. It helps protect the Seller's after closing. We suggest you write in the contract that the Seller will offer and pay for a home warranty. It is their decision. [www.HomeStarVendors.com](http://www.HomeStarVendors.com) has a few options for warranty companies.