

SELLER / LISTING CHECK LIST

FAX: 440-449-9105 / HOMESTAR@CENTURY21.COM

AGENT: _____

PROPERTY ADDRESS: _____

Check List:

Escrow Letter:

Listing Agreement:

MLS Input Form:

Property Disclosure:

Consumer's Guide:

Lead Based Paint:

Lock Box Agreement:

Home Warranty:

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 / homes.com / 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. **Moxi Present** _____: Great Listing Presentations.
9. **Moxi Impress- generates marketing packet for your listings, just listed, just sold, open house post cards and social media ads!**

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

www.homestarooffice.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.homestarooffice.com has a few options for warranty companies.