New property listing checklist

CHECKLIST TEMPLATE

Check this template against your local regulations and your own policies before you use it.

Business _____ Location _____ Date _____

Listing For each new listing

TASK	NOTES	INITIALS
Agreement and documents		
☐ Get the signed agency agreement before marketing starts		
☐ Get the seller's disclosures and the documents your local rules require for sale		
☐ Confirm the seller's identity and ownership		
Marketing		
☐ Book photography, a floor plan and any video		
☐ Write the listing copy and check every claim is accurate Check the land size, rooms and features against the title and plans.		
☐ Set the price guide within your local underquoting rules		
☐ Get the seller's written approval of the listing		
Launch		
☐ Publish the listing to the portals and your website		
☐ Order and install the signboard		
☐ Book the first open home and tell your buyer list		

Completed by _____ Checked by (manager) _____ Date _____ Notes _____