



# LEVERAGE

REAL ESTATE SUPPORT

## Listing Coordination - What we do...

		TC	Agent
1	Write all contracts and supporting documents		X
2	Deliver documents and contact information to CC		X
3	Review documents for signatures and checkboxes	X	
4	Order preliminary title	X	
5	<b>Intro call with the seller to confirm contract details and gather additional details</b>	X	
6	Order Photography	X	
7	Create the listing in the MLS	X	
8	<b>Create a utility info sheet</b>	X	
9	Collect HOA documents to add to the MLS	X	
10	Make sure all supplements are added to the MLS (SD, LBP, Utility Info, EM Instructions)	X	
11	Review the listing and make it go live		X
12	Set up showing preferences in the showing service	X	
13	Add any open house details to the MLS	X	
14	Let the seller know their listing is live with an email and call	X	
15	Submit documents for agency compliance	X	
16	<b>Send a weekly listing update email with activity report</b>	X	
17	<b>Call or text the seller weekly to offer support</b>	X	
18	<b>Send reminders when the listing is about to expire</b>	X	

The items in bold are services no other listing coordinators offer.

**Learn more by calling 317-446-3665 or email  
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