Listing Management CHECKLIST

KANSAS CITY REGIONAL ASSOCIATION OF REALTORS®
HEARTLAND MLS

SELLER:

ADDRESS:

PRE-LISTING

- Prepare Valuation
- Preview other listings
- Call agents of recently sold listings
- Compare valuation with other agents in office for second opinion
- Prepare all the necessary agreements and disclosures
- Order preliminary title report

LISTING APPOINTMENT

- Discuss clients' goals
- Identify improvements at property
- Discuss pricing and timing strategy
- Decide if it is a good client/agent fit
- Execute paperwork and disclosures
- Prepare the Honey Do list for client

POST LISTING

- See New Listing & Open House Checklists
- Monitor market changes, new listings/sold listings
- Contact client regarding market changes
- Field and answer questions from other agents and prospective buyers
- Receive, review, & compare offers from other agents
- Contact buyer's lender & verify qualifications
- Negotiate and counsel client on offers
- Prepare and calculate estimated net sheets for clients
- Advise other prospective buyers of current offer
- Prepare counter offer if applicable
- Execute acceptable contract

UNDER CONTRACT

- Copy of contract to Seller, Buyer, and Lender
- Update status in MLS and other databases
- Cancel or update open house status
- Upload contracts and executed disclosure for brokerage and state requirements
- Update calendar with all dates and deadlines
- Request or send HOA documents for buyers
- Handle inspection and appraisal requests
- Negotiate inspection and appraisal issues
- Review any title insurance issues
- Schedule closing
- Attend Closing
- Facilitate utility transfer and new owner questions
- Verify accuracy of all closing documents

POST CLOSING

- Upload all documents for brokerage
- Follow up regarding move in/move out and possession
- Follow up with clients one week after closing