



LISTING CHECK LIST

- _____ Email copy of listing agreement to your office manager or bookkeeper.
- _____ Post listing on LoopNet (loads to Stanberry Commercial).
- _____ LoopNet Listing Number <http://www.loopnet.com/>
- _____ Email copy of sign order to team leader. (*add link to form*)

- _____ Mark sign location with stakes on site.

- Post listing on other sites :**
- _____ Xcelligent <http://www.xceligent.com/index.aspx>
- _____ CoStar <http://www.costar.com/>
- _____ Catylist <http://www.catylist.com/cie/>
- _____ MLS <http://idp.austin.safemls.net/idp/authn/userpassword>
- _____ Other

- _____ Make flyers or brochures (marketing department).

- _____ When under contract, email contract and Transaction Report to your office manager or bookkeeper. (*add link to form*)
- _____ After closing, email your office manager or bookkeeper with final Transaction Report, closing statement, plus PRESS RELEASE.

- _____ After closing, email sign removal order to team leader.