

THE KESH GROUP - LISTING PROCESS

- ❑ REALTOR® - Tell Jessica you have a meeting and need to get pitch documents
- ❑ REALTOR® - Pitch presentation with clients
(complete Listings Form ASAP if they would like to proceed)
- ❑ REALTOR® - Give Jessica completed Listings Form
- ❑ JESSICA - Begin listing process **(within 1 day)**:
 - ❑ Send welcome email/card
 - ❑ Setup WebForms kit and documents
 - ❑ Begin Matrix listing input
 - ❑ Notify REALTOR® once complete
- ❑ REALTOR® - Get paperwork signed:
 - ✓ Listing Agreement - Form 200
 - ✓ MLS Signature Page
 - ✓ Any Other Additional Paperwork Specific to the Deal
- ❑ REALTOR® - Email paperwork to maywood@royallepage.ca, specifying *List Date*
(CC Jessica and Clients in email)

Forms Needed	Signatures Needed		
	REALTOR®	Client(s)	N/A
Listing Agreement	✓	✓	
MLS Signature Page		✓	
FINTRAC(s)			✓
Other Additional Paperwork	✓	✓	

- ❑ JESSICA - Complete Listing Process **(within 2 days)**:
 - ❑ Schedule listing needs (staging, cleaning, photos, etc.)
 - ❑ Complete Matrix listing input
 - ❑ Notify REALTOR® once complete
- ❑ REALTOR® - Review Matrix listing input, submit LIVE
- ❑ REALTOR® - While listing is live, communicate with Jessica regarding updates
- ❑ REALTOR® - Accepted Offer- Email RLP Transaction Sheet and Sale Paperwork to offers@homesniagara.com
(CC JESSICA and Clients in email)
- ❑ JESSICA - Send Google review and Closing Checklist once sale is firm

REALTOR® - Deliver gift once sale is closed