Listing Meeting Folder

use a multi-pocket folder

Pocket #1

- [ ] IABS Form

  Make sure to hand this to the seller(s). Agents have been fined for not doing so.

- [ ] Seller Information Sheet

  If you recommend a title company that sends a Seller's Information Sheet, once a property goes under contract, go ahead and have them complete. One less thing to worry about later.

- [ ] Tax Printout

  Print the data sheet using Realist Tax. Highlight the homeowner name(s) to make sure the spelling is correct and confirm there are no other parties involved.

  This is a great time to ask them if they have additional liens on the property (i.e. swimming pool, HVAC, roofer). Sometimes sellers don't think about this and they get to closing expecting a much higher net.

Pocket #2

- [ ] CMA or Recent Area Sales Data

  Some people like beautiful charts and graphs and others just want the raw data.

  I usually ask them which they prefer.

- [ ] ShowingTime Activity Report

  Go to ShowingTime and click on Reports on the left

- [ ] Net Sheet

  I would ask them ahead of time how much they pay in tax each year. You need to account for their homestead exemption.

  Highlight the estimated sales price

Pocket #3

- [ ] Estimated Timeline for Listing Prep

  https://drive.google.com/file/d/19WP52wvaVcKhZVcOVLLutaqVzQOUV3zd/view?usp=sharing

- [ ] Estimated Timeline for Contract to Close

Pocket #4

- [ ] Listing and Marketing Packet
- [ ] Resume

  https://drive.google.com/file/d/1Ec9UYIGS8RwbawhVtbQdG3L_xsIdS36o/view?usp=sharing

Pocket #5

- [ ] Place a Sticky Note on Pocket "Is there an available survey"
- [ ] Listing Agreement

Pocket #6

- [ ] List of Repairs and Upgrades
  https://drive.google.com/file/d/1R57zU4WxkCyXWtf2G4xoTP4h845sDdm7/view?usp=sharing
- [ ] Additional Property Information
  https://drive.google.com/file/d/1nUuEdS_mPv2CwRk38EFGF-tgG83l2R1c/view?usp=sharing
- [ ] Listing Meeting Notes
  https://drive.google.com/file/d/1H8UffRtiz6ZUTUS6OxVEh2beX976IY_5/view?usp=sharing
- [ ] Different Types of Property Showings
- [ ] Seller's Disclosure
- [ ] T-47 Affidavit

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