

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/19WP52wvaVcKhZVcOVLlLutaqVzQOuv3zd/view?usp=sharing>

Estimated Timeline for Contract to Close

Pocket #4

Listing and Marketing Packet

Resume

https://drive.google.com/file/d/1Ec9UYIGS8RwbawhVtbQdG3L_xslDs36o/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/1H8UffRtiz6ZUTUS6OxVEh2beX976lY_5/view?usp=sharing
- Different Types of Property Showings
- Seller's Disclosure
- T-47 Affidavit

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