



Listing Transaction – Service & Price List

Agent responsibilities:

- Secure listing
- Review all documents for accuracy
- Schedule appointments (photos, showings, etc...)
- **See below for more details.

Communication

	Full Service: \$250	Broker Compliance only: \$100	MLS Input: \$50 each MLS
Agent CCd on all email communication	<input checked="" type="checkbox"/>		
Introduction and Thank You for Listing email to seller with copies of all docs	<input checked="" type="checkbox"/>		
"Just Listed" email to seller with shareable link to MLS and social image graphic attachment	<input checked="" type="checkbox"/>		

Documents & Brokerage Compliance

Create file in broker compliance software	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Upload, organize and label docs in broker software	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Send for signatures Exclusive Right to List under Agent direction and all listing docs, including Seller Disclosure, LBP, showing instructions, addendums, etc..	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Review all documents for accuracy and completeness	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Retrieve any missing signatures and make any corrections (under Agent direction)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Compliance review prior to closing	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Upload completed listing documents to brokerage compliance	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	

Agent Promotion & Social Media

"Just Listed" social media post branded to Agent	<input checked="" type="checkbox"/>		
"Under contract in X days" or "Closed above list", etc. social media post branded to Agent	<input checked="" type="checkbox"/>		
Email signature on all TC emails branded and customized to Agent	<input checked="" type="checkbox"/>		

MLS

TC uses MLS Input Form or old listings to gather info from seller	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>
Enter listing into MLS(s)	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>
Upload photos to MLS(s) – Agent is responsible for scheduling and obtaining photos. Photographer can send photos directly to TC	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>
Upload listing documents to MLS(s) including Seller Disclosure, LBP, HOA CCRs, etc.	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>
Input showing instructions into Showing Time or applicable app	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>
Update MLS status once pending and sold	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>

Additional Coordination

Multiple Offer spreadsheet template provided to Agent at time of listing	<input checked="" type="checkbox"/>		
"Photography Tips & Preparing for Showing" info sheet sent to client	<input checked="" type="checkbox"/>		
Gather utilities from seller, put on Agent branded Utility sheet for the MLS	<input checked="" type="checkbox"/>		

**Details:

- Listings require at least 48 hours for processing
- Pre-market listings can be submitted to TC at: <https://www.swiftlytc.com/listing>
- Payment is due the day the listing goes live
- Listings that have been canceled or expired can be relisted within 9 months for no additional charge