Premier TC Solution Listing Checklist of Services
$300

Active Listing

Please send the signed / completed Listing Agreement & MLS Input form.

- Order Listing Home Warranty (if desired)
- Order Title / Collect HOA Documents
- Send Seller Disclosures to Complete (LBP if applicable)
- Load Completed Documents into Your Back Office
- Send Welcome Email to Your Client Introducing Your Team

Listing Under Contract

Please send the signed REPC & All Addendum's

- Weekly Follow Up with Buyer's Agent & You
- Send Welcome Email to Buyer's Agent (Copy Title)
- Send Congratulations Email to Seller (Copy Title)
- Change MLS Status
- Send Buyer's Agent SPCD, (LBP), Title Report, Plat, (HOA)
- Coordinate Home Inspection
- Inspection Follow Up Email
- Verify Appraisal Has Been Ordered
- Appraisal Follow Up Email
- Confirm CD Has Gone Out Prior to Close
- Request Final HUD & Schedule Settlement
- Follow Up on Required Docs, EM Receipt, Signed SPCD (LBP), Any Incomplete's, etc.
- Verify Complete File w/ Brokerage, Title, Buyer's Agent
- Complete Any Closing Docs, Commission Breakdown, Wire Instruction, Special Brokerage Required Forms
- Change MLS Status to SOLD
- Final Email to Client w/ Document Copies
- Thank you Email on Behalf of You to Buyer's Agent
- Calendar Invites for ALL contract Deadlines for You & Your Client (updated as needed)

* Premier TC Solution does offer an MLS Data Entry & Listing Activation Add-On for **$100** Includes the following: MLS data entry form completed and signed, Order Professional Photos, Contact HOA/Condo Association and verify restrictions, buyer application process and obtain entry instructions, Order Brokerage Sign Installation (if you have a runner), Labels & Organize photos in MLS, Enter Listing into MLS, Upload Disclosures documents to MLS, Write public remarks for MLS, Input showing instructions, Set Up in Showing Service (if you use), Verify listing is live on MLS, Zillow, Trulia, and Realtor for syndication accuracy.

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