

01. Template - Listing

in list [TEMPLATES](#)

Labels

Seller

Description [Edit](#)

Name(s)

Address

Phone Cell

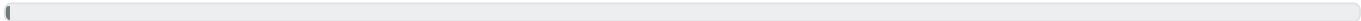
Phone Res

Phone off

Email(s)

Initial Meeting Checklist

[Delete](#)

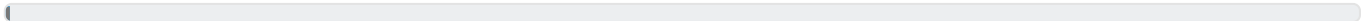
0% 

- Preliminary Meeting
- Evaluation Done
- Evaluation Presented
- Pre-listing package left with seller

[Add an item](#)

Listing Checklist

[Delete](#)

0% 

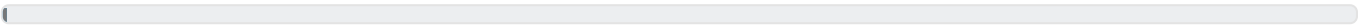
- Staging
- Pre-Sale Home Inspection
- Pre-Sale Status Certificate
- Listing Signed
- MLS Data Sheet
- Working with A Realtor
- Lock Box

- Photos
- Feature Sheets
- Keys
- Keys. ... Make Extra?
- Sign Installation

Add an item

MLS Checklist

Delete

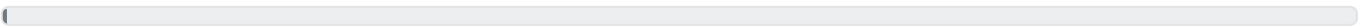
0% 

- Uploaded to Toronto Regional Real Estate Board
- Broker Bay details completed
- Reduce and Clean Photos
- Photos Sort and Uploaded
- Send copy of Realtor.ca
- Send copy of TRREB Listing

Add an item

Listing Amendment

Delete

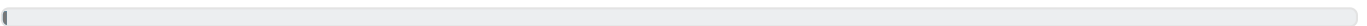
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- MLS Amendment Price to Listing Signed
- MLS Amendment on TDX
- Toronto MLS Updated
- Previous showings informed with ShowingTime

Add an item

Sold Conditional

Delete

0% 

- Deposit Cheque in Trust Account
- Deposit Receipt and Cheque uploaded TDX
- Deposit Cheque and Receipt Uploaded to Skyslope
- TRREB Marked Sold Conditional
- BrokerBay updated
- Skyslope Details Entered
- Receipt sent to OB

Add an item



Sold Firm

Delete

0%

- Copy of Deposit Cheque
- Copy of Deposit Receipt
- Deposit Cheque and Receipt uploaded to Skyslope
- Sold Sign if applicable
- MLS Marked Sold (Firm)
- Buyer's Lawyer's Name
- Seller's Lawyer's Name
- Our Lawyer Informed of Other Lawyer's Info
- Documents to Lawyer
- Documents to Seller
- Trade Record
- Set Date to remove sign
- Set Date to remove lock box
- Copy of Waiver(s) sent to selling agent
- Enter Closing Date in Calendar
- Broker Bay Details Entered

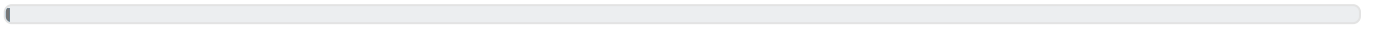
- Fintrac
- Birthday Added to KV Core for Annual B'Day Email
- Send BombBomb with closing information to client
- Receipt sent to OB

Add an item

Closed Checklist

Delete

0%



- On Closing - Files moved to SOLD Properties Folder
- Do BombBomb video to thank them for the business
- Change details in KVCore if necessary
- Map Location Done

Add an item

Activity

Show details