



LAUREN KLEIN
REALTOR®



LISTING TIMELINE

Property Address: _____

Sellers: _____

Key/Documents Received: _____

Your Municipal Requirements are as follows *(if they are required, forms are attached)*:

Dye Test Required Yes: _____ No: _____

Occupancy Inspection Yes: _____ No: _____

Please be "Photo Ready" By: _____

Your Photos are scheduled for: _____

Photos typically take approximately 1 hour.

Your Sign will be ordered on: _____

If you have any special instructions as to where you want the sign, please let me know.

We will launch your listing: _____

Your Lockbox will be installed: _____

Your Marketing Materials will be delivered: _____

Your Open House will be: _____

If you have any special instructions for showings i.e. "please remove shoes, property has been winterized, etc." please let me know.

Here are a few things to work on before your photos: _____

PLEASE SET OUT A FOLDER ON YOUR KITCHEN COUNTER WITH ANY INFORMATION YOU HAVE REGARDING WARRANTIES, REPAIRS, ETC. THANK YOU!

You will receive a complete copy of your signed listing documents via email once the listing is launched. You will also be able to access them anytime through your Coldwell Banker client portal.

AS ALWAYS, PLEASE DON'T HESITATE TO CALL, TEXT OR EMAIL WITH ANY QUESTIONS. THANK YOU!