

## Listing Plan for The Latest Best Plan Residential Resale

Activity	Description	Day	From	Reminder	Drop off	Assigned to
To-do	Enter seller data in Top Producer creat...	0	After listing date	0		Elizabeth Ward ...
To-do	Complete listing docs and turn into offic...	0	After listing date	0		Elizabeth Ward ...
To-do	Deed and Tax Card and Plat or Survey	0	After listing date	0		Elizabeth Ward ...
To-do	Measue and Pictures	0	After listing date	0		Elizabeth Ward ...
To-do	Place Sign	0	After listing date	0		Elizabeth Ward ...
To-do	Place Lock Box	0	After listing date	0		Elizabeth Ward ...
To-do	Set seller up on MLS auto email of com...	1	After listing date	0		Elizabeth Ward ...
To-do	Visual Tour complete and loaded online	1	After listing date	0		Elizabeth Ward ...
To-do	Tell 20 - Merrill Net Mailing	1	After listing date	0		Elizabeth Ward ...
To-do	Confirm MLS Sheet ALL BOARDS	1	After listing date	0		Elizabeth Ward ...
To-do	Confirm internet: Coldwellbanker.com	2	After listing date	0		Elizabeth Ward ...
To-do	Seller personal website for follow up in ...	2	After listing date	0		Elizabeth Ward ...
To-do	Email RETV MLS information for TV ad	2	After listing date	0		Elizabeth Ward ...
To-do	All Listing Documents Signed and Mail...	2	After listing date	0		Elizabeth Ward ...
Call	Touch Base with Seller	2	After listing date	0		Elizabeth Ward ...
To-do	Confirm Internet: REALTOR.com	2	After listing date	0		Elizabeth Ward ...
To-do	Confirm Internet : Wardsmall.com	2	After listing date	0		Elizabeth Ward ...
To-do	MASS MAILING EMAIL - Sent Listing t...	3	After listing date	0		Elizabeth Ward ...
To-do	Schedule Office Tour	4	After listing date	0		Elizabeth Ward ...
To-do	Handwritten note	4	After listing date	0		Current user
To-do	Place documents in the Home for show...	5	After listing date	0		Current user
To-do	Confirm Ad: Alamance At Home	5	After listing date	0		Elizabeth Ward ...
Email	SURVEY	5	After listing date	0		Elizabeth Ward ...
Call	Update Sellers	5	After listing date	0		Elizabeth Ward ...
To-do	Confirm Ads In Real Estate Guide	5	After listing date	0		Elizabeth Ward ...
To-do	PRINT MARKETING REPORT AND M...	10	After listing date	1		Elizabeth Ward ...
Call	Touch Base with Seller	10	After listing date	0		Elizabeth Ward ...
To-do	Seller report	14	After listing date	0		Elizabeth Ward ...
Email	SURVEY	20	After listing date	0		Elizabeth Ward ...
To-do	Seller Report	21	After listing date	0		Elizabeth Ward ...
Call	Touch Base with Seller	21	After listing date	0		Elizabeth Ward ...
To-do	Handwritten note	25	After listing date	0		Elizabeth Ward ...
Call	30 Days on the market	30	After listing date	0		Elizabeth Ward ...
Call	30 days on the market update	30	After listing date	0		Elizabeth Ward ...
Email	SURVEY	35	After listing date	0		Elizabeth Ward ...
Call	Checkin in	40	After listing date	0		Elizabeth Ward ...
To-do	45 day CMA - Make sure price is still ri...	45	After listing date	0		Elizabeth Ward ...
Call	60 days on the market update	60	After listing date	0		Elizabeth Ward ...
Email	SURVEY	60	After listing date	0		Elizabeth Ward ...
Call	Update	75	After listing date	0		Elizabeth Ward ...
To-do	LAST REMINDER WHY IS HOUSE N...	100	After listing date	0		Elizabeth Ward ...