

Listing Plan for **Current Listing Action Plan

Activity	Description	Day	From	Reminder	Drop off	Assigned to
To-do	Order Sign	0	After listing date	0		Applied Person
To-do	Take Photos or Order	0	After listing date	0		Person who app...
To-do	Staging	0	After listing date	0		Applied Person
Call	Call to Verify Schools	0	After listing date	0		Person who app...
To-do	Lock Box	0	After listing date	0		Applied Person
To-do	Order Obeo/Video Tour	0	After listing date	0		Applied Person
Call	Call City for Assessments Pending or B...	0	After listing date	0		Person who app...
To-do	Enter into MLS	1	After listing date	0		Applied Person
Letter	Thank Your for Llisting Letter	1	After listing date	0		Applied Person
To-do	Fax MLS Withhold to Board	1	After listing date	0		Person who app...
To-do	Turn in Paperwork to Front Desk	1	After listing date	0		Applied Person
To-do	Home is on Market	1	After listing date	0		Person who app...
To-do	Upload Paperwork to Relay and add S...	2	After listing date	0		Applied Person
To-do	Make Books/Flyers	2	After listing date	0		Applied Person
To-do	Order Just Listed Post Cards	2	After listing date	0		Applied Person
To-do	Schedule First open	2	After listing date	0		Applied Person
To-do	Schedule Office tour	1	After 'Home is ...	0		Applied Person
To-do	Feature sheet/Disclosures on mls	1	After 'Home is ...	0		Applied Person
To-do	Upload to Websites	1	After 'Home is ...	0		Person who app...
To-do	Enter Into KWLS/Realtor.com and uplo...	1	After 'Home is ...	0		Applied Person
To-do	Enter into Top Producer	1	After 'Home is ...	0		Applied Person
To-do	Enter into www.myrajensen.com	1	After 'Home is ...	0		Applied Person
Call	Call Seller with Update	3	After listing date	0		Applied Person
To-do	Hang 800 Number Rider- Enter into Ob...	3	After listing date	0		Applied Person
Call	Call Seller with Update	7	After listing date	0		Applied Person
Call	Call Seller with Update	14	After listing date	0		Applied Person
Email	Progress report/Inform price might be h...	21	After listing date	0		Applied Person
To-do	Email Showing Activity Report	21	After listing date	0		Person who app...
Call	Call Regarding Price Adjustment	25	After listing date	0		Applied Person
To-do	Ok to change Price	1	After 'Call Reg...	0		Person who app...
To-do	Apply Price Reduction Action Plan	0	After 'Ok to ch...	0		Applied Person
Call	Call Seller with Updates	35	After listing date	0		Applied Person
Call	Call Seller with Update	42	After listing date	0		Applied Person
To-do	Email Showing Activity Report	47	After listing date	0		Applied Person
Call	Call Seller With Update	50	After listing date	0		Applied Person
Call	Call Regarding Price Adjustment 2	60	After listing date	0		Applied Person
To-do	Run ad/Announce new price	61	After listing date	0		Applied Person
To-do	Ok to change Price 2	1	After 'Call Reg...	0		Applied Person
To-do	Apply Price Reduction Action Plan	0	After 'Ok to ch...	0		Applied Person
Call	Call Seller with Update	67	After listing date	0		Applied Person
Call	Call Seller with Update	74	After listing date	0		Applied Person
Call	Call Regarding Listing Extension and P...	85	After listing date	0		Applied Person
To-do	Ok to change Price 3	1	After 'Call Reg...	0		Applied Person

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Activity	Description	Day	From	Reminder	Drop off	Assigned to
To-do	Apply Price Reduction Action Plan	0	After 'Ok to ch...	0		Applied Person
To-do	Listing expires Apply new Plan	90	After listing date	0		Applied Person