

Listing Plan for Listing Residential-60 Day

Activity	Description	Day	From	Reminder	Drop off	Assigned to
To-do	CMA-Buyer agency and contract explai...	0	After listing date	0		Tim Syrianos
To-do	CMA-Evaluation and Presentation	0	After listing date	0		Tim Syrianos
To-do	CMA-Home prep advice and showing p...	0	After listing date	0		Tim Syrianos
To-do	Order sign installation	0	After listing date	0		Tim Syrianos
To-do	Listing-Apply 60 marketing report	0	After listing date	0		Tim Syrianos
To-do	CMA-Receive Key for showings	0	After listing date	0		Tim Syrianos
To-do	CMA-Survey,tax,bill info request	0	After listing date	0		Tim Syrianos
To-do	Listing-Open file and checklist	0	After listing date	0		Tim Syrianos
Call	Listing-intro call by assistant	1	After listing date	0		Tim Syrianos
To-do	Internet links-web sites upload	1	After listing date	1		Tim Syrianos
To-do	Listing-preshowing prep walk thru	1	After listing date	0		Tim Syrianos
To-do	Broker Load Listing-Full MLS Exposure	1	After listing date	0		Tim Syrianos
To-do	Listing-Photograph interior	1	After listing date	0		Tim Syrianos
Letter	Letter-Thank you for listing/include offe...	1	After listing date	0		Tim Syrianos
To-do	Internet links-Personal,REMAX,Realtor...	1	After listing date	0		Tim Syrianos
To-do	Install Lock Box	1	After listing date	1		Tim Syrianos
To-do	Email-Mortgage Broker for financial fly...	2	After listing date	1		Tim Syrianos
To-do	Home Features Presentation sheets	2	After listing date	1		Tim Syrianos
To-do	Email/Send M.L.S. data sheet for revie...	2	After listing date	2		Tim Syrianos
To-do	Advertisement-Real Estate News	2	After listing date	0		Tim Syrianos
To-do	Internet pictures upload	2	After listing date	1		Tim Syrianos
To-do	Email neighborhood Realtors,Compani...	2	After listing date	0		Tim Syrianos
To-do	Email/Notify Realtors of pending Agent ...	3	After listing date	1		Tim Syrianos
To-do	Advertisement-Submit 2 Office Window...	3	After listing date	0		Tim Syrianos
To-do	Perform prospect match and notify buy...	3	After listing date	1		Tim Syrianos
To-do	Open House-Agents M.L.S.	4	After listing date	2		Tim Syrianos
Call	Call 20x20 neighbours-Just listed	5	After listing date	0		Tim Syrianos
Call	Listing follow up-Active	5	After listing date	0		Tim Syrianos
To-do	Open House-Public	7	After listing date	3		Tim Syrianos
To-do	Discuss activities	7	After listing date	0		Tim Syrianos
To-do	Send-Just listed/Sold Flyers	7	After listing date	5		Tim Syrianos
Call	Call Sellers for update	8	After listing date	0		Tim Syrianos
To-do	Email neighborhood Realtors,Compani...	8	After listing date	0		Tim Syrianos
Call	Listing follow up-Active	10	After listing date	0		Tim Syrianos
To-do	Call Buyers-follow up interest	10	After listing date	2		Tim Syrianos
To-do	Open House-First	10	After listing date	0		Tim Syrianos
To-do	Discuss activities	13	After listing date	2		Tim Syrianos
To-do	Advertisement	14	After listing date	1		Tim Syrianos
To-do	Announce new price-if needed	14	After listing date	0		Tim Syrianos
To-do	Advertisement-RERUN TMLS	14	After listing date	0		Tim Syrianos
Call	Listing follow up-Active	15	After listing date	0		Tim Syrianos
Call	Call Sellers for update	18	After listing date	0		Tim Syrianos
Call	Listing follow up-Active	20	After listing date	0		Tim Syrianos

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Activity	Description	Day	From	Reminder	Drop off	Assigned to
To-do	Open House-Second	21	After listing date	4		Tim Syrianos
To-do	Advertisement	22	After listing date	0		Tim Syrianos
Call	Call Sellers for update	23	After listing date	0		Tim Syrianos
Call	Listing follow up-Active	25	After listing date	0		Tim Syrianos
To-do	Listing extension	28	After listing date	4		Tim Syrianos
To-do	Discuss price adjustment	28	After listing date	4		Tim Syrianos
To-do	Advertisement-RERUN TMLS	29	After listing date	0		Tim Syrianos
To-do	Announce new price	30	After listing date	0		Tim Syrianos
To-do	Present new CMA	30	After listing date	2		Tim Syrianos
Call	Listing follow up-Active	30	After listing date	0		Tim Syrianos
To-do	Announce new price	30	After listing date	0		Tim Syrianos
To-do	Email new price and Open House-Real...	31	After listing date	0		Tim Syrianos
To-do	Open House-Third	31	After listing date	3		Tim Syrianos
Call	Call Sellers for update	35	After listing date	0		Tim Syrianos
To-do	Open House-Public	36	After listing date	2		Tim Syrianos
Call	Call Sellers for update	40	After listing date	0		Tim Syrianos
Call	Call Sellers for update	45	After listing date	0		Tim Syrianos
Call	Call Sellers for update	50	After listing date	0		Tim Syrianos
Call	Call Sellers for update	54	After listing date	0		Tim Syrianos
Call	Call Sellers for update-ask for extension	2	Before expirati...	0		Tim Syrianos