



Listing Transaction – Service List

Agent responsibilities:

- Secure listing
- Review all documents for accuracy
- Schedule appointments (showings, etc...)

**See below for more details.

Communication

	Full Service:	Paperwork only:	MLS Input:
Agent CCd on all email communication	☒		
Introduction and "What's Next" email to seller with copies of all docs	☒		
Link to a blog post on your website explaining the selling process	☒		
Weekly update to seller that includes Listing Performance Stats	☒		
Agent and Client facing portal with all dates, tasks, documents, etc...	☒		

Documents & Brokerage Compliance

Create file in broker compliance software	☒	☒	
Upload, organize and label docs in broker software	☒	☒	
Send for signatures Listing Agreement under Agent direction and all listing docs, including Seller Disclosures, LBP, showing instructions, addendums, etc..	☒	☒	
Review all documents for accuracy	☒	☒	
Retrieve any missing signatures and make any corrections (under Agent direction)	☒	☒	
Compliance review prior to closing	☒	☒	
Upload completed listing documents to brokerage compliance	☒	☒	

Agent Promotion

Email signature on all TC emails branded and customized to Agent	☒		
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MLS

TC uses MLS Input Form or old listings to gather info from seller	☒		☒
Enter listing into MLS(s)	☒		☒
Upload photos to MLS(s) – Agent is responsible for scheduling and obtaining photos. Photographer can send photos directly to TC	☒		☒
Obtain and upload listing documents to MLS(s) including Seller Disclosure, LBP, HOA CCRs, etc.	☒		☒
Input showing instructions into Showing Time or applicable app	☒		☒
Update MLS status once pending and sold	☒		☒

Additional Coordination

"Photography Tips & Preparing for Showing" info sheet sent to client	☒		
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**Details:

- Pre-market listings require at least 48 hours for processing
- Pre-market listings can be submitted to TC at: <https://www.swiftlytc.com/listing> or by emailing listing@swiftlytc.com
- Listings that have been canceled or expired can be relisted within 9 months for no additional charge