



Pre-Market Listings Service & Price List

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	Full Service \$200	Paperwork Only \$100	MLS Input: \$50 each MLS* (*MLS Admin access required)
Agent responsibilities: • Secure listing • Reviewing all documents for accuracy **See below for more details.			
Communication			
• Assigned same TC to all your files	<input checked="" type="checkbox"/>		
• Agent cc'd on all communication	<input checked="" type="checkbox"/>		
• Introduction and Thank You for Listing email to seller with copies of all docs	<input checked="" type="checkbox"/>		
• "Just Listed" email to seller with shareable link to MLS and social image graphic attachment	<input checked="" type="checkbox"/>		

Compliance and Documents			
• TC will organize and label documents (i.e. Dotloop docs and folders)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
• TC sends out Exclusive Right to List (if requested) and all listing documents	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
• TC reviews all documents for accuracy and completeness	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
• TC with Expert level knowledge of real estate docs	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
• TC will send out listing documents for completion and signatures under agent direction	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
• TC retrieves any missing signatures and make any corrections (under agent direction)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
• Create and complete brokerage listing file and any brokerage forms (i.e. SkySlope, Sales Input etc.)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
• Upload completed listing documents to brokerage compliance	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	

MLS			
• TC uses MLS Input form to gather info from seller			<input checked="" type="checkbox"/>
• Enter listing in MLS(s)			<input checked="" type="checkbox"/>
• Upload listing documents to MLS(s)			<input checked="" type="checkbox"/>
• Upload photos to MLS(s)			<input checked="" type="checkbox"/>
• TC verifies and adds septic form, HOA information, LBP form, utility sheet			<input checked="" type="checkbox"/>

Customized Tools			
• "Just Listed" agent branded social media post with your photo, contact info, property photos	<input checked="" type="checkbox"/>		
• Email signature branded and customized to Agent	<input checked="" type="checkbox"/>		
• Multiple offer spreadsheet template provided to agent at time of listing	<input checked="" type="checkbox"/>		
• Gather utilities from seller, put on Agent branded Utility sheet for the MLS	<input checked="" type="checkbox"/>		
• "Photography Tips & Preparing for Showings" informational sheet	<input checked="" type="checkbox"/>		

Scheduling and Setup			
• Schedule photography (as requested) and provide photography tip sheet to sellers	<input checked="" type="checkbox"/>		
• Enroll in listing Home Warranty (if applicable)	<input checked="" type="checkbox"/>		
• Setup Showing Instructions (if applicable)	<input checked="" type="checkbox"/>		

Details:

- Pre-market listings require at least 72 business hours for processing. If photography involved; more time may be needed.
- Service selection made by Agent when work is requested here: <https://www.taylorcexpert.com/listing>
- Payment is due the day on, or the Friday after the property goes LIVE. A \$25 late fee is applied after 14 days.

