

PHT Listing Coordination Services

Listing Coordinator Tasks

- Receive signed listing agreements and review documents for missing dates/signatures
- Upload documents to Skyslope for broker review and communicate any broker issues to agent
- Communicate with agent about proposed listing timeline
- Send introductory email to seller with copy of fully executed listing agreements
- Upload documents to Skyslope for broker review and communicate any broker issues to agent
- Connect seller to staging consultant and any other contractors, on request
- Schedule photography, communicate appointment details to seller, and send link to completed photos to seller
- Order installation of solar-lit post sign
- Receive completed MLS input form and confirm all necessary information has been provided by agent
- Enter all listing information into MLS
- Upload all media to MLS, including photos, 3D tours, and floor plans
- Upload all supplements to MLS
- Create and print marketing flyers for listing
- Receive showing instructions from agent and set up Showing Time
- Send live MLS link to seller and agent
- Create social media marketing for new listing
- Make listing status changes in MLS
- After closing, order removal of sign

Agent Responsibilities When Working With LCs

- Draft all contract documents and send out for signature
- Obtain signed seller disclosures
- Complete MLS input form and showing instructions
- Place lockbox
- Place signs when post signs are not allowed/desired
- Deliver marketing materials to property
- Respond to questions and requests from LCs in a timely manner
- Handle any time-sensitive matters that arise on evenings or weekend