

## TURN IN A LISTING?

Complete *Listing Submission Form*

### Log in to your SISU Account

Select TRANSACTIONS

Click (+) on the top right corner of the screen to add a new transaction *OR choose existing transaction.*

Next, on the left side "Transaction Menu" choose  
--> LISTING SUBMISSION FORM

### Required Documents:

Certificate to Withhold  
Listing Contract  
Agency Disclosure  
EXP & PHT Affiliated Business  
Single Family Input Form

## REQUEST PHOTOS?

Complete *Photography Request Form*

### Log in to your SISU Account

Select TRANSACTIONS

Click (+) on the top right corner of the screen to add a new transaction *OR choose existing transaction.*

Next, on the left side "Transaction Menu" choose  
--> Photography Request Form

### Photo Packages Include:

Interior / Exterior Images  
3D Matterport Tour  
Schematic Floor Plan w/ measurements

*\*You can also request a Listing Video on this form, so be sure to use it!*

## MAKE MY LISTING COMING SOON?

Email your request to  
[listings@teampemberton.com](mailto:listings@teampemberton.com)

### Required Documents:

Coming Soon Authorization  
Single Family Input Form  
Showing Instructions Form

## MAKE MY LISTING ACTIVE?

Email your request to  
[listings@teampemberton.com](mailto:listings@teampemberton.com)

### Required Documents:

Single Family Input Form  
Showing Instructions Form  
All Disclosures

**NEED A LOCKBOX?** PHT supplies each agent 2 lockboxes, upon request. Pick up in the office.

### HOW DO I REQUEST A POST SIGN GO UP OR BE TAKEN DOWN?

Your Listing Coordinator takes care of this! Simply reply YES to a post sign on the listing form. It will be up when your listing goes live, and taken down automatically within a few days of closing.

*\*We also have step-in signs available in the office. Feel free to take one to install yourself!\**

## TURNING IN A LISTING?

Complete the *Listing Submission Form* in SISU

### Log in to your SISU Account

Select TRANSACTIONS

Click (+) on the top right corner of the screen to add a new transaction OR select transaction if one exists.  
Next, on the left side "Transaction Menu" choose --> LISTING SUBMISSION FORM

Complete form, BOLD fields are required, when done click "ADD"

*\*You will receive an email confirmation of your submittal within 20 minutes*

**PLEASE NOTE: Transaction Stage? ALWAYS CHOOSE \*\*\*\*\*USE FOR LISTING SUBMISSION\*\*\*\*\***

### DOCUMENT SUBMITTAL OPTIONS

You can upload documents in SISU once you've added your transaction.

On the left side "Transaction Menu" choose --> DOCUMENTS.

Then drag and drop files into the file upload box on the right side of your screen.

You can also email documents to the listing coordinator. [Listings@TeamPemberton.com](mailto:Listings@TeamPemberton.com)

## NEED TO REQUEST PHOTOS?

Complete the *Photography Request Form* in SISU

### Log in to your SISU Account

Select TRANSACTIONS

Click (+) on the top right corner of the screen to add a new transaction OR select transaction if one exists.  
Next, on the left side "Transaction Menu" choose --> PHOTOGRAPHY REQUEST FORM

Complete form, BOLD fields are required, when done click "ADD"

*\*You will receive an email confirmation of your submittal within 20 minutes*

**PLEASE NOTE: Transaction Stage? ALWAYS CHOOSE \*\*\*\*\*USE FOR PHOTO REQUESTS\*\*\*\*\***

## QUESTIONS?

Email: [Listings@TeamPemberton.com](mailto:Listings@TeamPemberton.com)