



# Listing Services

## What We Do:

- Input Listing into MLS
- Submit MLS Waiver
- Order and Schedule Professional Photos as requested (service paid by agent with photographer) - Upload Photos (Agents responsible for selecting and ordering photos if not pre-arranged by photographer)
- Upload Disclosures/Applicable Riders/Survey and/or Elevation Cert/Condo or HOA Docs
- Review and Submit Listing Documents to Compliance
- Order Sign Up and Down as requested (service paid by agent)
- Add Virtual Tour to MLS
- Set Up ShowingTime (Listing Agent to verify restrictions and preferences of Sellers)
- Schedule First Set of Open Houses (When going Active on MLS)



**Listing  
Compliance &  
MLS Input**



**Listing  
Compliance  
Only**



**For Compliance or MLS  
(48 business hours or  
less)**

**On Average, An Agent  
Typically Commits  
Between **15-20 Hours**  
Of Their Time To The  
Entire Contract to Close  
Process.**

**PUTTING TIME BACK  
IN YOUR HANDS**

**CALL US TODAY!**

## Our Promise To You

Hiring one of our licensed Transaction Coordinators means you will partner with an entire team with over 50 years of combined experience that will result in hours of work leveraged to take care of what's more important to you.

**727-273-7706**

**www.List2CloseMgt.com**

