

2023

44 POINT LISTING APPOINTMENT CHECKLIST



CLUBWEALTH®



44 Point Listing Appointment Checklist

NOTE:

- ☐ Bring 4 BLUE pens
- ☐ Bring 1 RED pen

AGENT = _____
APPOINTMENT TIME: _____
APPOINTMENT DATE: _____
REFERRED BY: _____
SELLER CALL TIME: _____
SELLER CALL NUMBER: _____
AVSP: _____

<input type="checkbox"/> Phone to show <input type="checkbox"/> Cell #'s <input type="checkbox"/> Birthdays: His____Hers____ <input type="checkbox"/> Anniversary____ <input type="checkbox"/> Email <input type="checkbox"/> Key box <input type="checkbox"/> Agent showings <input type="checkbox"/> Be gone when shown <input type="checkbox"/> Agent must open box <input type="checkbox"/> Buyer w/o agent knocks on door <input type="checkbox"/> Introduce my staff <input type="checkbox"/> Email best contact <input type="checkbox"/> Form 17, LIP Sheet, SSP <input type="checkbox"/> Sign can take up to 2 wks. <input type="checkbox"/> Flyers— No price, b/w, call when you see red <input type="checkbox"/> LP siding <input type="checkbox"/> Septic Y / N <input type="checkbox"/> Well Y / N <input type="checkbox"/> Open houses <input type="checkbox"/> Brokers open <input type="checkbox"/> Vacation/Out of town	<input type="checkbox"/> Offers on weekends <input type="checkbox"/> Offers through my team <input type="checkbox"/> Don't talk to other agents <input type="checkbox"/> Call before concern becomes a CRISIS <input type="checkbox"/> Included items (window treatments, etc....) <input type="checkbox"/> Never sell personal items to buyer <input type="checkbox"/> Leased fixtures _____ <input type="checkbox"/> Referrals <input type="checkbox"/> No updates -1 time every 2 weeks <input type="checkbox"/> Website for updates <input type="checkbox"/> HOA/Utilities must continue to get paid <input type="checkbox"/> 2nd mortgage try to keep current <input type="checkbox"/> Dogs/Cats/Pets SHORT SALES ONLY <input type="checkbox"/> Loan Mod, Deed in Lieu, Foreclosure, SS <input type="checkbox"/> 4-10 wks. for buyer, 6-10 months for approval <input type="checkbox"/> 1st buyer likely to fall through <input type="checkbox"/> 24 hours for packet <input type="checkbox"/> Dates on Hardship Letter <input type="checkbox"/> Sign and date Letter of Authorization <input type="checkbox"/> BPO agent to take pictures <input type="checkbox"/> Get back to us same day on request for missing documents and/or offers.	Short Not Short Owner / Tenant / Vacant Tenant Name _____ Tenant # _____ Bankruptcy: Yes <input type="checkbox"/> No <input type="checkbox"/> Attorney _____ Lien Holder? 1st _____ 2nd _____ 3rd _____ How far behind? _____ Auction Date? _____ Gold Silver Bronze
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- | | | |
|---|--|--|
| <input type="checkbox"/> Listing signed | <input type="checkbox"/> Sign OK | <input type="checkbox"/> MLS on _____ |
| <input type="checkbox"/> Need signature
Mr./Mrs.
Or _____ | <input type="checkbox"/> Put sign up _____ | <input type="checkbox"/> Box # _____ |
| <input type="checkbox"/> Will send to us | <input type="checkbox"/> 2nd sign location _____ | <input type="checkbox"/> Pictures Taken |
| <input type="checkbox"/> Will call for P/U | <input type="checkbox"/> Key box on | <input type="checkbox"/> Send runner _____ |
| | <input type="checkbox"/> Key Hidden _____ | |

Restrictions: _____

Marketing Remarks: _____

0-300 = -25 300-800 = -50 800-2M = -100

I/We have chosen not to participate in the 30-day Guaranteed Sale Program™ unless otherwise agreed to in writing.

I/We acknowledge that the above information was explained in detail to me/us.

I want a call from HRE

- ☐ Weekly
- ☐ Every 2 weeks
- ☐ When we have a

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