



LISTING AGREEMENT PREP

- Prepare Listing Documents in Agent's platform of choice (information provided by Agent)
- Send documents to Agent for approval
- Send approved documents to all parties for signatures
- Send a professional email with final documents to all parties (if desired by Agent)

CONTRACT OFFER PREP

- Prepare Contract Offer in Agent's platform of choice (information provided by Agent)
- Send documents to Agent for approval
- Send approved documents to all parties for signatures
- Send a professional email with final documents to all parties (if desired by Agent)

