

LISTINGS	COMPLETED
Listing agreement	
profile sheet	
send to mls system(s) within 24 hours	
- with bar code page	
- by email (instructions on mls)	
Order sign install (if applicable)	
request lockbox (dory handles this- request ahead of time if possible)	
COMPLETE LISTING TRANSACTION COVER SHEET	
- email to dory dory2952@gmail.com	
- dory will then provide you with "listing specific" email address (brokermint)	
save that email address to your "contacts" in your email system (e.g. 123 main st brokermint - this save will make it easier to find that email address in the future)	
now email all other information/documents to that "listing specific" email address	
- survey, deed, notes, floor plans, septic info, ALL ANY ANY INFORMATION YOU HAVE FOR LISTING FILE.	
SEND PHOTOS TO DORY, MARTHA & DEB AIKEY	
- why to dory (so she can upload listing to dash) dory2952@gmail.com	
- why to Martha (so she can send out your just listed postcards) bakelaar7@optonline.net	
- why to Deb Aikey (so she can put your listing in the advertising rotation) debaik8@gmail.com	
How to send photos	
- the best way to send is to upload them to your personal dropbox account and then send a link to that folder	
-dropbox is a free account (limited storage). when you make a folder, you can right click and send by email	
- you can also upload to our office account www.dropbox.com century21crestrealestate@gmail.com (user name) 142crest142 (password)	
- if you are at the office, you can upload them to our server (c21shared/ agent folder / your name / create folder with address of listing	
Inform Dory where photos are "stored". You can email Martha and Deb with single photo attached (for advertising & postcard)	
after listing is uploaded into dash (you can also input your own listing to Dash via 21online.com)	
- a youtube "video" is automatically created and available within your listing inventory on 21online (approximately 24 hours after input)	
- copy/paste that link and add it to the "link" section of the mls system(s)	
CREATE A "WALK THROUGH" VIDEO OF YOUR LISTING	
- if you want zillow to have a video (opening page of zillow), you will need to upload a video (from your smart phone or other)	
- videos taken on your smart phone are generally saved in .mp4 format (can be uploaded on zillow)	
CREATE FLYERS/BROCHURES FOR YOUR LISTINGS	
- templates on 21online.com	
- flyer templates at office on server (c21shared)	
- use flyer templates (easiest) from mls systems	
Create "town / area" information page for your listing	
make copies / put in brochure holder at home (purchase some)	
FOR YOUR SELLERS	
Keep them informed with feedback and site visits	
Set up lockbox (if used) on Supra to see and track agent showings	
-Registered SupraWEB users: Simply enter your current user name and password.	
- New SupraWEB users: Please click register to setup a new user.	
Set up "tracking" for sellers on 21online (my listings/ golden ruler/ set up reports)	
Hang name rider on installed sign (order your name riders ahead of time)	
Set up and utilize C21SocialAdEngine (21online / my listings / C21 Social ad engine)	
AT PROPERTY	
- PROVIDE PPP	
- shoe covers (put in basket/bin)	
- provide signage with instructions (e.g. visitors must wear shoe covers and masks)	
-provide covid disclosure forms signed by seller at property in case needed	
GIVE COVID DISCLOSURE AND PPP INSTRUCTIONS ON MLS SYSTEMS AND IN SHOWING INSTRUCTIONS	