

## **6 Day Pre-listing Time Line**

**Day 1** - House preparation complete & final cleaning. Provide us a list of features & updates (mo/yr).

**Day 2** - Photo shoot. We will take pictures of the following main areas – front & rear exterior, kitchen/table space (counter tops clear), Family room, Formal LR & DR's, MBR suite & bath, and basement rec room. The other rooms do not have to be perfect at this point.

Hang lock box (provide us a key) and deliver sign.

**Day 3** - Enter draft of listing into MRIS (temp off market). Sent to you for review & approval.

**Day 4** - Create draft brochure & virtual tour. Sent to you for review & approval.

**Day 5** - Listing, brochure, & virtual tour approved. Print approved brochure.

**Day 6** - Listing changed to active status, create voice mail instructions to agents (we will provide template), brochures deliver, & be ready to show.