

Standard New File Process

1. Prepare New File with Label
2. Prepare Log Sheet
3. Prepare Showing Sheet (if Buyer)
4. Set Weekly Report Update (to Client, RELO, 3rd party)
5. Place notes in file for this particular client
6. Agency Agreement
7. Buyer Representation OR Listing Agreement
8. Prepare (PREP) Sphere Plans
9. Prepare Buyer OR Seller Presentation Books
10. Prepare Buyer OR Seller Business Cards
11. Institute Listing Process (if Listing)