THE LISTING PROCESS

PHASE 1 - PRE-LISTING Presented by Globenex Realty **Home Disclosures** Sign Listing **Presentation** Initial Consultation Agreement Collect receipts of recent work Staged • Define Agency Relationship Cleaned and De-cluttered NWMLS Form 1A Review Market Conditions Fill out Seller's Disclosure Form 17 Take Professional Pictures • Open Pre-escrow Determine Market Price. Sign legal description, Input Write Marketing Remarks Order preliminary title report terms, and time frames Sheet (LIP) and Utilities Form 22K • Order Property Flyers • Order home book PHASE 2 - PROMOTION **Online Marketing Market Ready Review Offers** Follow-up Add to Trulia and Zillow as Enter on MLS Review all offers with Shelly's Regular communication featured listing team

Schedule Open Houses through email & phone Add to Proxio, Juwai and Prepare counter offers Office advertising Soufun for int'l exposure Showing feedback Verify contingencies Add to broker Tour updates Syndicate listing to other Verify loan rates Just listed notices to Weekly Market Reports major sites neighbors and agents Sian selected offer Create individual property Create feature cards website Place listing basket in Advertise on Craigslist, home refresh every two days Congratulations, We have a Mutual Agreement! PHASE 3 - CLOSING **Review HUD** Initial Escrow Period **Inspection Response** Record/Transfer Title & Submit contract to escrow statement • Review repair requests Close of Escrow • Change MLS status • Negotiate and schedule • Before you go in to sign, have • Deed is recorded by the County • Place Sold Sign Shelly's team review your HUD Recorder's office • Provide buyer with receipts • Record contingency dates statement to ensure • Exchange keys, Congratulations! • Sign NWMLS Form 35R Coordinate buyer inspections accuracy