

# **SELLER SERVICES**

- ★ Consultation and Property Tour
- ★ Opinion of Value (market analysis)
- ★ Marketing Enhancement Plan, Customized Marketing Plan, & Staging Plan (all plans designed and customized for your specific property, to meet your individual needs and goals)
- ★ Provide Residential Service Contract information
- ★ Property Information Sheet (flyer)
- ★ For Sale sign in yard
- ★ Open House
- ★ Advertising:
  - newspaper ad each month
  - Open House ad
  - real estate magazine each month
  - company website
  - personal website
  - Realtor.com
  - newsletter on quarterly basis
- ★ Multiple Listing Service (MLS)
  - with interior/exterior pictures
- ★ Lockbox (encourages showings)
- ★ Loan Information Request submitted on your behalf
- ★ Office Tour
- ★ Just Listed Cards--neighborhood announcement
- ★ Weekly Contact and Marketing Activity Report (by e-mail)
- ★ Review Purchase Offer
- ★ Assist You in Negotiating
- ★ Assist with the Details (such as)
  - notifying you of crucial dates and time limits
  - keep you informed re: the progress of transaction
  - Review the settlement/closing statement
  - Provide relocation assistance through our referral service
- ★ Post Transaction Services (ask about our Rewards Club benefits)

*This list provides, but is not limited to, services offered and made available to you. Please acknowledge receipt of this information for the licensee's records by signing and dating below.*

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**Seller (s)**

**date**