

# Listing Services

## HOW WE WORK:

Complete your listing agreement and disclosures with your client and submit to your coordinator through their listing form (link available upon request).  
Your coordinator can begin!

## What's Included:

- Review documents & submit for office required compliance/approval.
- Draft listing in MLS.
- Upload to MLS all information, photos, showing information, disclosures, etc.
- Update the MLS status to Coming Soon/Active as directed by agent.
- Provide the MLS printout to your client for review.



## Helpful Information and Items to Note:

- Once the listing is Active, an invoice for the service will be sent to your email via Wave to pay directly.
- Photos will need to be provided to TC for them to then upload to MLS.
- Agent is responsible for placing yard sign and lockbox at property.
- Need to make/create your signs? We recommend you reach out to Build A Sign at [www.buildasign.com/store/keller-williams](http://www.buildasign.com/store/keller-williams)
- If you have any questions, ask us for more info!