

# Listing Coordinator 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!

## Option One Includes:

- Collect and review fully executed listing agreements and submit to Command for compliance/approval (documents need to be filled, signed, and completed before coordination begins)
- Order and coordinate yard sign and photography (\*add't charges apply and info below)
- Connect agent with print marketing/social media partners for orders (add't charges apply-see info on marketing & social media flyer's)
- Enter listing into MLS
- Upload into MLS: disclosures and photography
- Link Sentrilock lockbox/add lockbox info to MLS
- Set up showing instructions through MLS
- Add open house information to MLS
- Send email updates to client
- Pro-active constant communication with agent
- Repost your social media post on our social media page



**\$450**

## Option Two Includes:

- Assist with document submission into command for compliance review
- Upload all information to the MLS



**\$250**

## Helpful Information:

- Photo Orders: Your coordinator can log in to your personal account and can order on your behalf. Please note your card will be used at time of order.
- Yard Sign Orders: Your coordinator can log in to your personal account and can order on your behalf. Please note, your card will be used at time of order and you will need to hang your personal sign at the 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 or need vendor recommendations, ask us for more info!