

MARKETING CHECK LIST

Listing Information

Property Address: _____ Price: _____

Seller: _____ Address: _____

Seller Phones: _____ E-mail: _____

Listing Date: _____ Expiration Date: _____

Marketing Information

Lingo Fact Sheet Prepared: _____ Date: _____

Design Flyer: _____ Done: _____

Yard Sign: _____ Done: _____

Flyer Box Distribution: _____ Done: _____

Entered into MLS: _____ Done: _____

Talking House: _____ Done: _____

Virtual Tour: _____ Done: _____

Page 5 Cape Gazette Ad: _____ Done: _____

Lingo CG & CP Ad: _____ Done: _____

Internet Input: _____ Done: _____

E-Mail listing: _____ Done: _____

Other Advertisement: _____ Done: _____

Homes & Land: _____ Done: _____

Listing Office Agent Tour: _____ Done: _____

Open House: _____ Done: _____

Post Cards: _____ Done: _____

Showings: _____ Done: _____

Brochures Mailed: _____ Done: _____

Sphere of Influence: _____ Done: _____

Weekly Status Report: _____ Done: _____