

Marketing Check List

Listing Information

Property Address: _____ Listing Price: _____

Seller: _____ Seller's Address: _____

Seller's Phone: _____ Seller's E-mail: _____

Listing Date: _____ Expiration Date: _____

Marketing Information

Lingo Fact Sheet Prepared: _____ Date Completed: _____

Design Flyer: _____ Date Completed: _____

Yard Sign: _____ Date Completed: _____

Flyer Box: _____ Date Completed: _____

Entered into MLS: _____ Date Completed: _____

Talking House: _____ Date Completed: _____

Virtual Tour _____ Date Completed: _____

Page 5 Cape Gazette Ad: _____ Date Completed: _____

Lingo CG & CP Ad: _____ Date Completed: _____

Internet Input: _____ Date Completed: _____

E-mail Listing: _____ Date Completed: _____

Other Advertisement: _____ Date Completed: _____

Homes & Land: _____ Date Completed: _____

Listing Office Agent Tour: _____ Date Completed: _____

Open House: _____ Date Completed: _____

Post Cards: _____ Date Completed: _____

Showings: _____ Date Completed: _____

Brochures Mailed: _____ Date Completed: _____

Sphere of Influence: _____ Date Completed: _____

Weekly Status Report: _____ Date Completed: _____