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COORIDNATOR CHECKLIST

Listing Phase

- [ ] Determine best price for property
- [ ] List property in both FMLS & GAMLS
- [ ] Pictures and staging
- [ ] Lockbox placed on property
- [ ] Make sure to do Coming Soon status for best exposure

Showings & Offers

- [ ] Manage feedback
- [ ] Keep track of agents and their contact info
- [ ] Cooridnate appropiate tasks
- [ ] Provide Sellers/Buyers Netsheet
- [ ] Market vendors for top dollar

Closing Phase

- [ ] Schedule closing with Attonrey
- [ ] Make sure utilities are set up/shared
- [ ] Make sure loan is on schedule
- [ ] Ensure amendments are added to binded contract
- [ ] Schedule final walkthrough

Post Closing

- [ ] Get testimonial from agents and clients
- [ ] Make sure to use a Modern Admin next transaction! Ask about $100 OFF!
- [ ] Send thank you notes to all parties involved
- [ ] Close contract on both FMLS & GAMLS

Notes:

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CREATIVE ADMIN SOLUTIONS