

COORDINATOR CHECKLIST

Showings & Offers Listing Phase Determine best price for property Manage feedback List property in both FMLS & GAMLS Keep track of agents and their contact info Pictures and staging Cooridnate appropiate tasks Lockbox placed on property Provide Sellers/Buyers Netsheet Make sure to do Coming Soon status Market vendors for top dollar for best exposure Closing Phase **Post Closing** Schedule closing with Attorrey Get testimonial from agents and clients Make sure to use a Modern Admin next Make sure utilities are set up/shared transaction! Ask about \$100 OFF! Make sure loan is on schedule Send thank you notes to all parties involved Ensure amendments are added to binded contract Close contract on both FMLS & GAMLS Schedule final walkthrough





