



- Completed agent request
- Manager preview of property (to sign off on price, condition, location, flow of floorplan)
- Verify **ALL** agents involved have QHT License **PRIOR** to scheduling
- Order Ads
- Flyers ordered via ADMIN
  - Kirsten — JTM
  - Office ADMIN if in house tour
- WEB to be sure it has been posted
- Agent responsible for target mailing (including extra cost \$\$ — up front and collected)
- Day of the tour — check signs, set up, quest registration, etc.

### **PROPERTY CRITERIA**

- Curb Appeal
- Price to Sell  
New on Market or Price Adjustment
- Clean, ready to show
- Working bathrooms and kitchen
- Must have heat in winter and AC in summer
- Pets **MUST** be handled
- Furniture — minimum tables and chairs



- Debrief & Sign-up handled at weekly (meetings)
  - \* JTM Action Meeting
  - \* Sr. Team/office action group
  
- Kit & Supply Checkout and have agents check
  - supplies
  - at the sellers' request
  - surveys
  - guest registers
  
- Check in and turn in copy of order form and mark missing or low supplies
  
- Ask for Seller feedback/testimonials
  
- Ask for Agent success stories
  
- Add stats to network file (on Monday) — located:
  - \*add date property pends and anything else you would like to track