



- ☐ 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