

# **Pre-listing Time Line**

## **Preparation phase:**

**21 Days before ready to go Active** - enter the draft of the listing into the MRIS system as "Coming Soon" and place a sign. Drafts sent to you for review and approval.

Concurrently, provide us with a list of features and updates (mo/yr) that will be used as a features page in the E-brochure.

## **House ready:**

**Day 1** - House preparation complete & final cleaning done.

**Day 2** - Photo Shoot. We will take pictures of the following main areas - front & rear exterior, kitchen/table space (have counter tops clear), family room, formal living & dining rooms, master suite & bath, all bedrooms and basement rec room. Other rooms do not need be perfect at this point.

Concurrently, we will measure rooms and confirm features for the MRIS listing. Will also hang the lock box (please have key ready for lock box).

**Day 3** - Create draft E-brochure. Draft sent to you for review and approval.

**Day 4** - Final listing & E-brochure approved by you.

**Day 5** - Listing changed to "Active". Be ready to show.