

QUICK GLANCE

Listing Launch Service

IMPORTANT

- ➔ Payment for the Listing Launch Service is due at time of order.
- ➔ Turnaround Time: The standard processing time for listing preparation is three business days. An expedited service option is available for those requiring a one business day turnaround, at an additional rush fee of \$100.00.
- ➔ Responsibility for Listing Activation: The Realtor or Licensee has exclusive responsibility for Listing Activation. The listing coordinator is not authorized to activate the listing. All relevant data, commissions, photographs, additional documents, and marketing descriptions (if applicable) must be finalized and approved by the agent. Once the listing is activated on the MLS, it will be considered as having been approved by the licensee.

Listing Launch Service
MLS input + Office Compliance
\$125.00

Services	
MLS Listing Input	✓
Copywriting (Remarks)	✓
ShowingTime Set-Up	✓
Draft & Circulate Office Disclosures	✓
ADD ON FEATURE	
• Rush Fee (MLS Input - 1 Business Day)	\$100.00
• Condo/Coop/HOA Research	\$75.00
• 11x17 Property Brochure	\$35.00
• US Letter Property Flyer (Traditional or Modern)	\$25.00
• Social Media Post (Just Listed, Under Contract, Sold)	\$25.00