

Personal Communication Commitment to You
Weekly Update on Showings and Feedback Via Email
Weekly Follow Up Call
Updated CMA and Pricing Information Every 30 Days
24/7 Access to all of Our Activities and Efforts Via the Private Webpage
Personal Transaction Coordinator to Keep deadlines met from Contract to Close

Sample Webpage for Listing Period:



ThinkLiveBe Properties
We Sell The Downtown Lifestyle

KELLER WILLIAMS REALTY

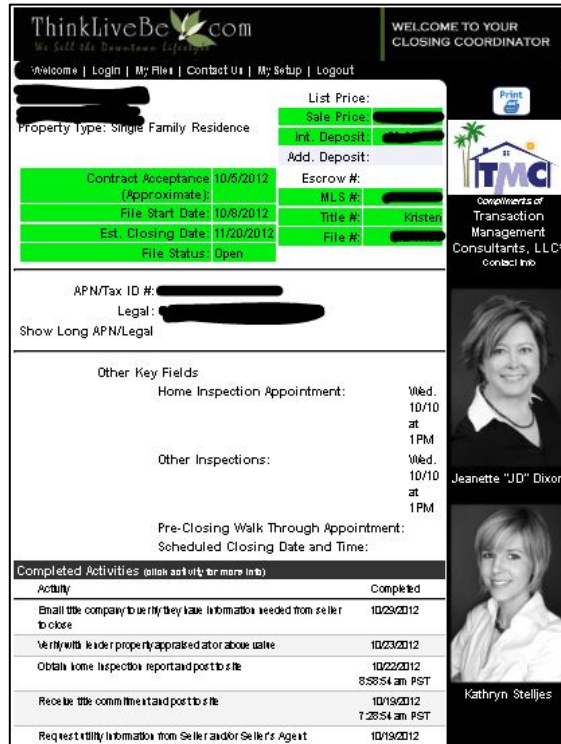
Home

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Listing Plan for [REDACTED]

Activity	Description	From	Completed	Notes
Todo	Place Lockbox	After listing appl.	N/A	NOT APPLICABLE
Todo	Create Marketing Plan	After listing appl.	X	created and presented during listing presentation
Todo	Create Staging Plan	After listing appl.	X	created and presented during listing presentation
Todo	Create Seller Webpage	After listing date	X	created page and sent to seller
Todo	Schedule Photo Appt	after listing date	X	7/27 finalized for Monday 7/30 at 2 pm
Todo	Take Photos	After listing date	X	7/30 completed and received photos 7/31
Todo	Send Virtual Tour - update listing info on iol	after listing date	X	7/31/12 sent to sellers
Todo	Write Description	After listing date	X	7/31 wrote description for advertising and MLS
Todo	Order Sign	After listing date	X	Sign ordered - on hold until

Sample Webpage from Contract to Close:



ThinkLiveBe.com
We Sell The Downtown Lifestyle

WELCOME TO YOUR CLOSING COORDINATOR

Welcome | Login | My Files | Contact Us | My Setup | Logout

Property Type: Single Family Residence

List Price: [REDACTED]
 Sale Price: [REDACTED]
 Int. Deposit: [REDACTED]
 Add. Deposit: [REDACTED]

Contract Acceptance (Approximate): 10/5/2012
 Escrow #: [REDACTED]
 File Start Date: 10/8/2012
 Title #: Kristen
 Est. Closing Date: 11/20/2012
 File Status: Open

APN/Tax ID #: [REDACTED]
 Legal: [REDACTED]
 Show Long APN/Legal

Other Key Fields

Home Inspection Appointment: Wed. 10/10 at 1PM
 Other Inspections: Wed. 10/10 at 1PM
 Pre-Closing Walk Through Appointment:
 Scheduled Closing Date and Time:

Completed Activities (click activity for more info)

Activity	Completed
Email title company to verify they have information needed from seller to close	10/23/2012
Verify with lender property appraised at or above value	10/23/2012
Obtain home inspection report and post to file	10/22/2012 8:58:54 am PST
Receive title commitment and post to file	10/19/2012 1:28:54 am PST
Request utility information from Seller and/or Seller's Agent	10/19/2012

Agents:
 Jeanette "JD" Dixon
 Kathryn Steljes