

# I. Basic Listing Package

## Compliance Management

- Collect All Listing Documents
- Send for signatures if required
- Upload into Compliance System
- Upload SPD and LBP Disclosures into MLS once signed

## Schedule Photography

- Schedule professional photography with preferred photographer
- Confirm access instructions & send reminders
- Upload photos into MLS

## Sign Management

- Schedule Sign/Lockbox/Rider installation with preferred sign vendor
- Confirm completion
- Add lockbox code into MLS

## MLS Services

- Upload all property details into MLS & Create a listing draft ready for easy publishing
- Add showing instructions into Showing Time once published

## Create Property Flyer

- Create professional flyer for agents use in Open Houses/Brochure Boxes
- Standard Flyer:



## 2. Deluxe Listing Package

### Compliance Management

- Collect All Listing Documents
- Send for signatures if required
- Upload into Compliance System
- Upload SPD and LBP Disclosures into MLS once signed

### Schedule Photography

- Schedule professional photography with preferred photographer
- Confirm access instructions & send reminders
- Upload photos into MLS

### Sign Management

- Schedule Sign/Lockbox/Rider installation with preferred sign vendor
- Confirm completion
- Add lockbox code into MLS

### MLS Services

- Upload all property details into MLS & Create a listing draft ready for easy publishing
- Add showing instructions into Showing Time once published

### Create Property Flyer

- Create professional flyer for agents use in Open Houses/Brochure Boxes
- Choice of Flyer:
- A



123 Your Street, Philadelphia, PA 19102  
3 Bed | Bath | Sq Ft 3

Learn more about this home, its location, and more. Call or click the link below to view the listing details. This is a great opportunity to see the property in person. Don't miss out on this one!

Call now to schedule your viewing. This is a great opportunity to see the property in person. Don't miss out on this one!

Agent Name: John Doe  
Agent Email: john.doe@kvc.com  
Agent Phone: 215-555-1234



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- Social Media Posts – 3 Templates Included: Just Listed, Just Sold, Open House (For FB & IG)

