

Marketing Checkoff - WHOLESALE

Fill out this form and put in property file with closing paperwork

Property Address:

Wholesale Price: \$	Seller Carryback up to: %
Target Closing Date:	

Date	List Property on MLS
<input type="checkbox"/>	Commission Agreement Form
<input type="checkbox"/>	Listing Contract
<input type="checkbox"/>	Public Water Utility Rider
<input type="checkbox"/>	Lead Based Paint Form
<input type="checkbox"/>	Ammendment to Sales Contract
<input type="checkbox"/>	Sales Contract/Counter Offer Addendums
<input type="checkbox"/>	Sellers Disclosure Statement (fill out, scan and upload to MLS listing)
<input type="checkbox"/>	Contact Broker BEFORE submitting listing

Date	Create and post ad on www.postlets.com	<input type="checkbox"/>	Wholesale Email Flyer
<input type="checkbox"/>	Link ad to backpage.com, craigslist.com, livedeal.com, etc	<input type="checkbox"/>	Fax Blast Entire Buyer's List
Date	Neighborhood Distribution Flyer \$ _____	<input type="checkbox"/>	Phone Blast Wholesale buyers from website
Date	List on WIN (www.stlwin.com)	<input type="checkbox"/>	Realtor Email Flyer
Date	List on PM site (www.STLHomeSellers.com)	<input type="checkbox"/>	MTG Broker Email Flyer
Date	Add to Voice Connect Autopilot System	<input type="checkbox"/>	MTG Broker Fax Flyer
Date	Schedule Ad in Post-Dispatch \$ _____ Ad scheduled for: _____		
<input type="checkbox"/>	Edit online Post ad at www.stltoday.com - add photos		

<input type="checkbox"/>	Create Flyers for Inside Property (mtg & payment info included)	Property Features:
<input type="checkbox"/>	Property Application Forms	
<input type="checkbox"/>	Sign-in Sheets	
<input type="checkbox"/>	Subject Property Flyer	
<input type="checkbox"/>	All Properties Flyer	
<input type="checkbox"/>	FAQ Flyer	
<input type="checkbox"/>	Home Ownership Programs Flyer	
<input type="checkbox"/>	Handyman Special Flyers	

Date	Flyers up near property - grocery stores, restaurants, etc.
Date	Put out "No Banks Needed" signs near apartment complexes in the area
Date	Handwritten "Fixer-Upper, Great Price, phone #" signs near property
Date	Flyers distributed to multi-family properties near property

AT THE PROPERTY

Date	Flyers Inside Property	Date	Week 1 - Check on & replace signs & flyers
Date	Signs in Yard	Date	Week 2 - Check on & replace signs & flyers
<input type="checkbox"/>	Take One Box & Property Flyers	Date	Week 3 - Check on & replace signs & flyers
<input type="checkbox"/>	For Sale / No Bank Qualifying - with "To View" Rider	Date	Week 4 - Check on & replace signs & flyers
<input type="checkbox"/>	100% Financing	Date	Week 5 - Check on & replace signs & flyers
<input type="checkbox"/>	Rent to Own	Date	Week 6 - Check on & replace signs & flyers
<input type="checkbox"/>	Directional Signs (minimum 2 signs- ideally 6)		
<input type="checkbox"/>	Banner across front of house		
<input type="checkbox"/>	2 Extra Keys Made and at the Office	<input type="checkbox"/>	Lockbox on Front Door with Original Key

AFTER THE CLOSING

<input type="checkbox"/>	Change listing on MLS to "SOLD"	<input type="checkbox"/>	Remove property from Voice Connect Autopilot
<input type="checkbox"/>	Change listing on PM website to "SOLD"	<input type="checkbox"/>	Ensure that all forms are in the file at the PMR office
<input type="checkbox"/>	Remove listing from WIN website	<input type="checkbox"/>	Remove lockbox and all signs, flyers, etc from property
<input type="checkbox"/>	Remove listing from postlets.com & any other websites where advertised		

