



## Residential Pre-Market Listings Service & Price List

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Note: After utilizing Pre-Market listing services, submit the file to your TC for bound contract to close services.

	<b>*Full Service \$200</b>	<b>*Paperwork Only \$100</b>	<b>**MLS Input: \$50 each MLS</b>	<b>*Seller Wednesday Weekly Update \$50 per week</b>
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### Communication

• Assigned same TC to all your files	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
• Agent cc'd on all communication	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
• Introduction and Thank You for Listing email to seller with copies of all docs	<input checked="" type="checkbox"/>			
• "Just Listed" email to seller with shareable link to MLS and social image graphic attachment	<input checked="" type="checkbox"/>			
• During listing period, seller clients receive a once a week update on their property with market and property statistics				<input checked="" type="checkbox"/>

### Compliance and Documents

• TC with Expert level knowledge of real estate docs	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
• TC will organize and label documents (i.e. Dotloop docs and folders)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
• TC sends out Exclusive Right to List (if requested) and all listing documents	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
• TC reviews all documents for accuracy and completeness	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
• TC will send out listing documents for completion and signatures under agent direction	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
• TC retrieves any missing signatures and make any corrections (under agent direction)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
• Create and complete brokerage listing file and any brokerage forms (i.e. SkySlope, Sales Input etc.)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
• Upload completed listing documents to brokerage compliance	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
• Order prelim title work, if requested	<input checked="" type="checkbox"/>			
• Complete Amendments to Listing Agreement or other items during listing period, as requested				<input checked="" type="checkbox"/>

### MLS

• TC uses MLS Input form to gather info from seller			<input checked="" type="checkbox"/>	
• Enter listing in MLS(s)			<input checked="" type="checkbox"/>	
• Upload listing documents to MLS(s)			<input checked="" type="checkbox"/>	
• Upload photos to MLS(s)			<input checked="" type="checkbox"/>	
• TC verifies and adds septic form, HOA information, LBP form, utility sheet			<input checked="" type="checkbox"/>	

### Customized Tools

• Email signature branded and customized to Agent	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
• "Just Listed" agent branded social media post with your photo, contact info, property photos	<input checked="" type="checkbox"/>			
• "Just Listed" agent branded flyer with your photo, contact info, property photos	<input checked="" type="checkbox"/>			
• Gather utilities from seller and create a Utility sheet for buyers	<input checked="" type="checkbox"/>			
• "Photography Tips & Preparing for Showings" informational sheet	<input checked="" type="checkbox"/>			

### Scheduling and Setup

• Schedule photography (as requested) and provide photography tip sheet to sellers	<input checked="" type="checkbox"/>			
• Enroll in listing Home Warranty (if applicable)	<input checked="" type="checkbox"/>			
• Setup Showing Instructions (if applicable)	<input checked="" type="checkbox"/>			

### Details:

- \*All services require at least 72 business hours for processing. 48 hours or less and a \$50 rush fee is incurred.
- \*\*MLS entry requires Admin account
- Services requested here: <https://www.taylorcexpert.com/listing>
- Billing is due the day on, or the Friday after the property goes LIVE.
- Weekly Update for sellers is sent every Wednesday and is billed every week on Fridays