

AAAListsHomes.com



\$500 Flat Fee Listing Instructions

You will need the following forms:

- a. Residential, Condo or Land Listing Input Sheet (NWMLS Forms 1, 5, or 10)
(make sure you select the form for your property type)
 - b. NWMLS Form 1B
 - c. Addendum to Listing Agreement
- 1) Complete the listing input sheet to the best of your knowledge. There may be information you do not know, please leave those fields blank.
 - 2) Read, complete and sign/initial the forms.
 - 3) Fax all pages to our fax line, 425-458-5710.
 - 4) Call (425) 455-5478 to setup an ASAP appointment for someone to come by to deliver the sign and lockbox, take photos and pick up a check for \$500, along with the original paperwork so we can get your listing in ASAP.
 - 5) Next, send an e-mail to List@AAAListsHomes.com containing marketing remarks up to 500 characters and driving directions up to 125 characters. If you prefer to take your own property photos, please send each photo in jpeg format not to exceed 500K in size. Please include your property address in the subject line.
 - 6) You will receive an email from us with a copy of your listing within one business day of receiving your MLS forms. You may review and request changes to your listing at that time.
 - 7) You will receive the disclosure forms and a status change form by email. Use the status change form to make future changes to your listing, at no charge. Please email or call with any questions.

\$500 Flat Fee Listings by AAA Properties - We are proud to be working for you.

Serving California & Washington Since 2007
1-800- 441-LIST (5478), 1-425-458-5710 (Fax)
www.AAAListsHomes.com ; www.DeLuz.com