

TASK THE STAFF ON THE FOLLOWING

(TEAM SHEILA, KIMBER & DELANEY)

PLEASE TASK THE STAFF ON THE FOLLOWING:

1. **NEW LISTINGS** – the day you make it “active” – TASK THE STAFF
2. **SIGNED CONTRACTS** – the day you upload it to the Appfiles – TASK THE STAFF
3. **NEW CLOSING DATES** – when you change your closing date – TASK THE STAFF
4. **RELEASE / CANCELLATION OF CONTRACT** – when you upload a fully signed release – TASK THE STAFF
5. **MAKE BACK ACTIVE** – upon a release of contract the staff needs to make the listing back active – TASK THE STAFF
6. **LISTING CANCELLING** – when the seller wants to cancel the listing early – the agent cannot terminate the listing in the MLS (only the staff can) - TASK THE STAFF
7. **RENTALS** – when you have a rental (landlord or tenant side) – the staff needs to review your paperwork – TASK THE STAFF
8. **REFERRALS** – when you are getting a referral fee – upload whatever documents you have & TASK THE STAFF
9. **REFERRALS REQUIRE** – a referral agreement (fully signed) and the other Brokerage W-9 to process a payment to the agent or other agent
10. **LISTING REQUIREMENTS** – ALL Listings require a fully signed Listing Agreement – Stellar MLS requires a fully signed Stellar Data Input form (in case they audit you-this is uploaded to your Appfiles) – Citrus MLS requires the Listing Agreement (in case they audit you)+
11. **STELLAR MLS STATUS CHANGE FORM** – this status change form is for stellar MLS and is used for the following:
 1. Increase or decrease of sales price
 2. Updating a new expiration date
 3. For “tom” – temporary off market listings – (while maybe repairs are being made)
 4. For “withdraws” – withdrawing and it does require two dates –
 5. For “cancel” – cancelling a listing totally from the MLS
12. **AGENT TRACKER** – this MUST be filled out on every file before you task the staff – this is how we know how to pay you and we will advise you on what we need from you, (if necessary)
13. **TASKING THE STAFF** – we need to keep our files updated regardless if you are the Listing Agent, the Selling Agent, the Rental agent, on a Referral
14. **NOTIFICATIONS FROM THE MLS** – I do receive notifications from the MLS every time you have a pending contract (Joe and I both do) – the State of Florida only gives us (the brokerage) a certain amount of time to have the documents checked in & reviewed for compliance