



PLATINUM PROPERTIES

"The concierge Real Estate Service to
Compliment your South Florida Lifestyle"

PLATINUM PROPERTIES LISTING CHECK LIST

2009

CONDO

- Signed Listing agreement, Seller Disclosure, Seller Mold Addendum, Seller Lead Base Paint Addendum (where applicable), transaction broker notice
- Filled out RE2- include parking spot #, pet policy, rental policy, move in fees (many buildings for rentals are holding 1 month security).
- Fill out Description for MLS, Email Brochure, Viral Marketing
- Include email address and full name of client
- Pictures- minimum 8 pictures, max 16 pictures-MANDATORY
SEND TO PLATINUMPROPERTIESINT@GMAIL.COM- REFERENCE THE ADDRESS ON THE EMAIL
- Video Optional but suggested- will be uploaded to MLS, email brochure
- Floor plan- will be used for brochure-Located in condo docs or Association

Platinum can do both videos and pictures for you
\$75.00 for pictures \$75.00 for video BOTH \$125.00

NOTE-LOCATE CONDO DOCS, WARRANTY DEED/TITLE POLICY IN PREP FOR SALE, APPLICATION FOR SALE OR LEASE

HOUSE

- Signed Listing agreement, Seller Disclosure, Seller Mold Addendum, Seller Lead Base Paint Addendum (where applicable), transaction broker notice
- Fill out RE1
- Fill out Description for MLS, Email Brochure, Viral Marketing
- Include email address and full name of client
- Fill out sign request- Platinum has tubes for brochures-no charge
MUST BE RETURNED AFTER LISTING IS COMPLETE OR \$10.00 FEE
- Floor plan- will be used for brochure (will be in previous appraisal)

NOTE- LOCATE WARRANTY DEED/TITLE POLICY IN PREP FOR SALE

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