

Listing Process Checklist

This checklist provides a complete, step-by-step overview of the listing process, from the initial intake and property research through marketing, offers, closing, and post-sale follow-up. It is designed to help the listing agent and administrative team stay organized, track progress, meet important deadlines, and ensure that no key step is overlooked.

The checklist can also serve as a strong starting point for building a digital workflow using tools such as Google Keep, Asana, Monday.com, or another project management platform. Tasks can be added, assigned, scheduled, and tracked to create a more consistent and efficient listing system for your business.



Listing Process Checklist

Key Date Tracking

Pre-Inspection Date _____

Staging Date _____

Cleaning Date _____

MLS Data Sheet Signing (final forms) _____

Listing Live Date _____ -

First Open House Date _____

Key House Info

Square Footage _____

Age Of Home _____

Age Of Shingles _____

Age Of Windows _____

Age Of Furnace _____

Any Defects Needing Disclosure _____

Property Taxes _____

Rental Items _____

**** Bedrooms, Bathrooms, Basement, Garage Spaces and readily known information can be easily found**

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