

Email Tip #9—New Listing Warranty Coverage Form

Three Quick Facts and then an explanation:

- 1) For new listings, Pre-Listing Checklist has been eliminated
- 2) For new listings, there is a very short new form call Listing Warranty Coverage
- 3) For contracts, YOU MUST STILL FILL OUT AN IN-HOUSE INFORMATION SHEET

Because the Detail and Contact sections of Trans Desk has so much information in it, we were able to eliminate the Pre-Listing Checklist on new listings. The only info on the PL Cklist that is not included is the listing warranty preferences. For that, we have created the Listing Warranty Coverage form. (copy attached if you want to see what it looks like) There has been confusion on this, with some thinking that we have also eliminated the In-House Sheet for contracts. You must still complete an In-House Information sheet on all new contracts.