

Virtual Assistance Pre-Listing Packets

We will use this form to prepare your pre-listing packets for you.
You will be charged one hour of billable time to create these packets.

The Pre-Listing Packet Includes
Custom Cover, Profile, 2 Company Charts, 2-Sided Flyer,
2-Sided Brochure Box Flyer and 2-Sided Property Cards.

Contact Information:

Please Circle One:

NEW

UPDATE

Contact Name: _____

Company: _____

Mailing Address: _____

Mailing City: _____ State: _____ Zip: _____

Home Phone: _____

Work Phone: _____

Cell Phone: _____

Website: _____

Email Address: _____

(Please send us your agent photo and your company logo as well)

Team Members:

Their Name: _____ Phone: _____

Their Name: _____ Phone: _____

Closing Staff:

Their Name: _____ Phone: _____

Their Name: _____ Phone: _____

Mortgage Staff:

Their Name: _____ Phone: _____

Their Name: _____ Phone: _____

Please fax this completed form to 952-513-4642 for processing.

The information contained in this form is strictly confidential and is solely the property of the agent listed above (09Q1)