

Date:	Client:	Address:
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Real Estate Professional Tasks

Status	Task	Notes
<input type="checkbox"/> Done	Initial Assessment	
<input type="checkbox"/> Done	Documentation	
<input type="checkbox"/> Done	Property Preparation (See Bottom Section)	
<input type="checkbox"/> Done	Listing Agreement	
<input type="checkbox"/> Done	MLS Listing and Online Marketing	
<input type="checkbox"/> Done	Print Marketing	
<input type="checkbox"/> Done	Open Houses and Showings	
<input type="checkbox"/> Done	Respond to Inquiries	
<input type="checkbox"/> Done	Negotiations	
<input type="checkbox"/> Done	Purchase Agreement	
<input type="checkbox"/> Done	Contingency Management	
<input type="checkbox"/> Done	Follow-Up	

Property Preparation - Affiliate Tasks

Needed?	Task	Status	Provider	Phone	Book Now
<input type="checkbox"/>	Junk Removal	<input type="checkbox"/> Done	Trash Transporter	(360) 979-JUNK	Book Now
<input type="checkbox"/>	Minor Repairs	<input type="checkbox"/> Done			
<input type="checkbox"/>	Painting	<input type="checkbox"/> Done			
<input type="checkbox"/>	Home Improvements	<input type="checkbox"/> Done			
<input type="checkbox"/>	House Cleaning	<input type="checkbox"/> Done	Merry Maids	(360) 903-3407	Book Now
<input type="checkbox"/>	Carpet Cleaning	<input type="checkbox"/> Done			
<input type="checkbox"/>	Carpet & Flooring	<input type="checkbox"/> Done			
<input type="checkbox"/>	Odor Control	<input type="checkbox"/> Done			
<input type="checkbox"/>	Pest Control	<input type="checkbox"/> Done			
<input type="checkbox"/>	Home Staging	<input type="checkbox"/> Done			
<input type="checkbox"/>	Exterior Cleaning	<input type="checkbox"/> Done			
<input type="checkbox"/>	Landscaping	<input type="checkbox"/> Done	Green Earth Landscape	(360) 340-6803	Book Now
<input type="checkbox"/>	Photography	<input type="checkbox"/> Done			
<input type="checkbox"/>	Moving Services	<input type="checkbox"/> Done	United Moving & Storage	(360) 479-4800	Book Now