

HELPFUL GUIDE FOR THE LISTING PROCESS



Tips and resources for a smooth transaction!

LISTING

**FOR
SALE**

ORDER AN O&E: Before your listing goes live, email us at OE@FirstIntegrityTitle.com to order an ownership and encumbrance (O&E) report for \$5.00.

NET SHEET: Conveniently create a sellers net sheet from our FirstIntegrityAgent 3.0 app on your mobile device!

ORDER MARKETING: Order flyers, home book, postcards, and more to promote your listing. Email us at MarketingSupport@FirstIntegrityTitle.com.

UNDER CONTRACT



SEND CONTRACT: Once you have gone under contract, send us your contract via CTM or email along with your contact sheet.

CIC/HOA DOCS: Please inform your closing team if you need CIC or HOA docs ordered on behalf of your seller.

SPECIAL CLOSING REQUESTS: Let us know if you have any special closing requests like needing a power of attorney, mail-out, etc.

CLOSING



CLOSING TIME: Set up a date and time with your closing team.

WHAT TO BRING: Ensure your client(s) bring their photo ID!

WIRING INSTRUCTIONS: Make sure to confirm wiring instructions over the phone with First Integrity Title.

SHARE YOUR EXPERIENCE: Post any closing photos on social media and remember to tag us!

MARKETING: Order Just Sold post cards to send to neighbors to promote your success!