New Listing

The state requires all documents be turned into the office within 2 business days of the seller signing. How you upload them into this system depends on whether it is a published or unpublished listing.

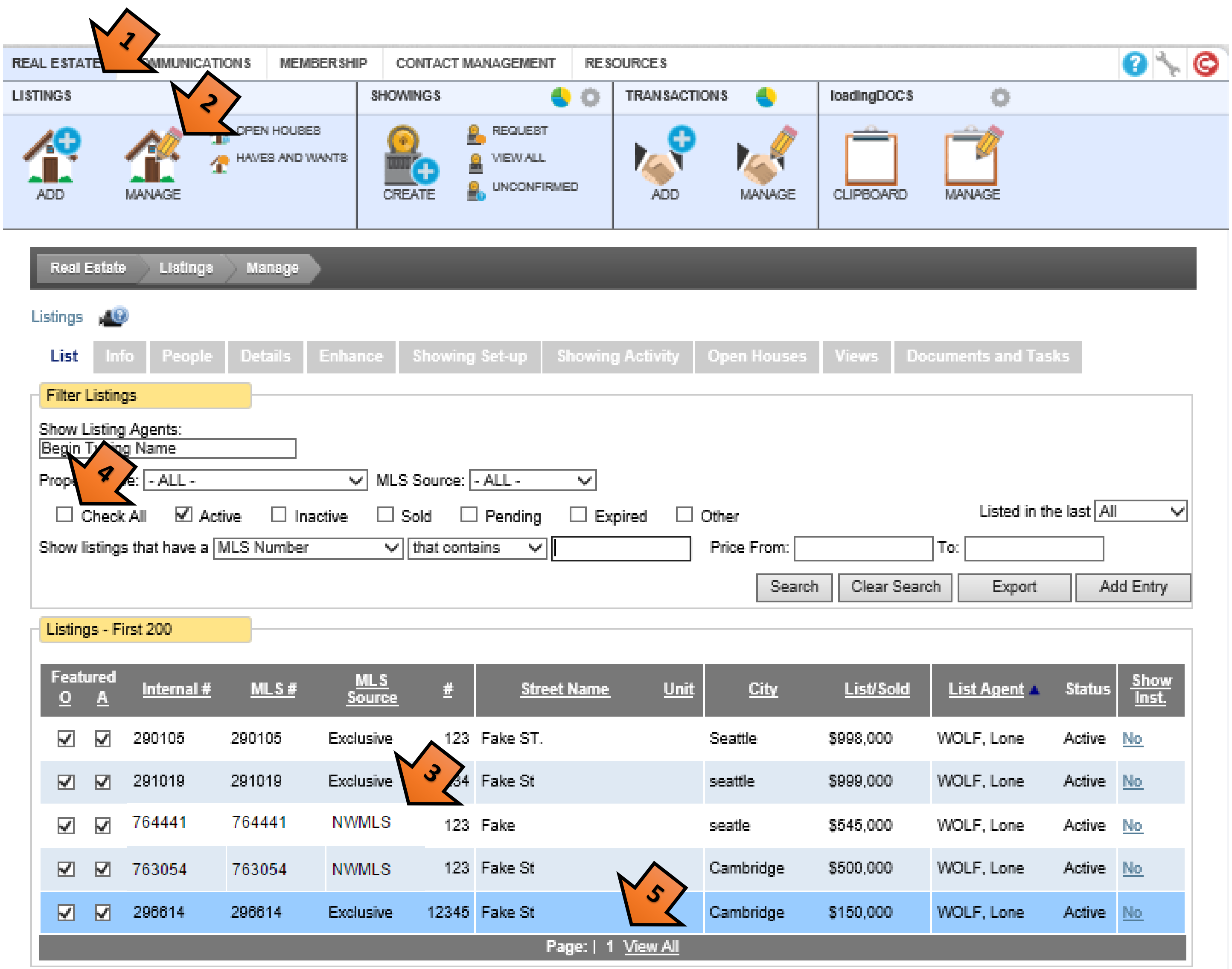
Unpublished listing = Entered in NWMLS before publish date OR for sale by owner

Published listings = Pulled from NWMLS into LoneWolft at 8AM after publish date

This also means you will not be able to finalize processing your listings until the day after it is published.

1. To find your published listing click on the Real Estate Tab
2. Click the Manage button
3. A list of your active listings will appear on the screen. MLS Source = NWMLS for published and Exclusive for unpublished
4. If the MLS status is anything other than active, click the Check All box to listings of ALL statuses.
5. If more than one screen full, use controls at bottom to navigate

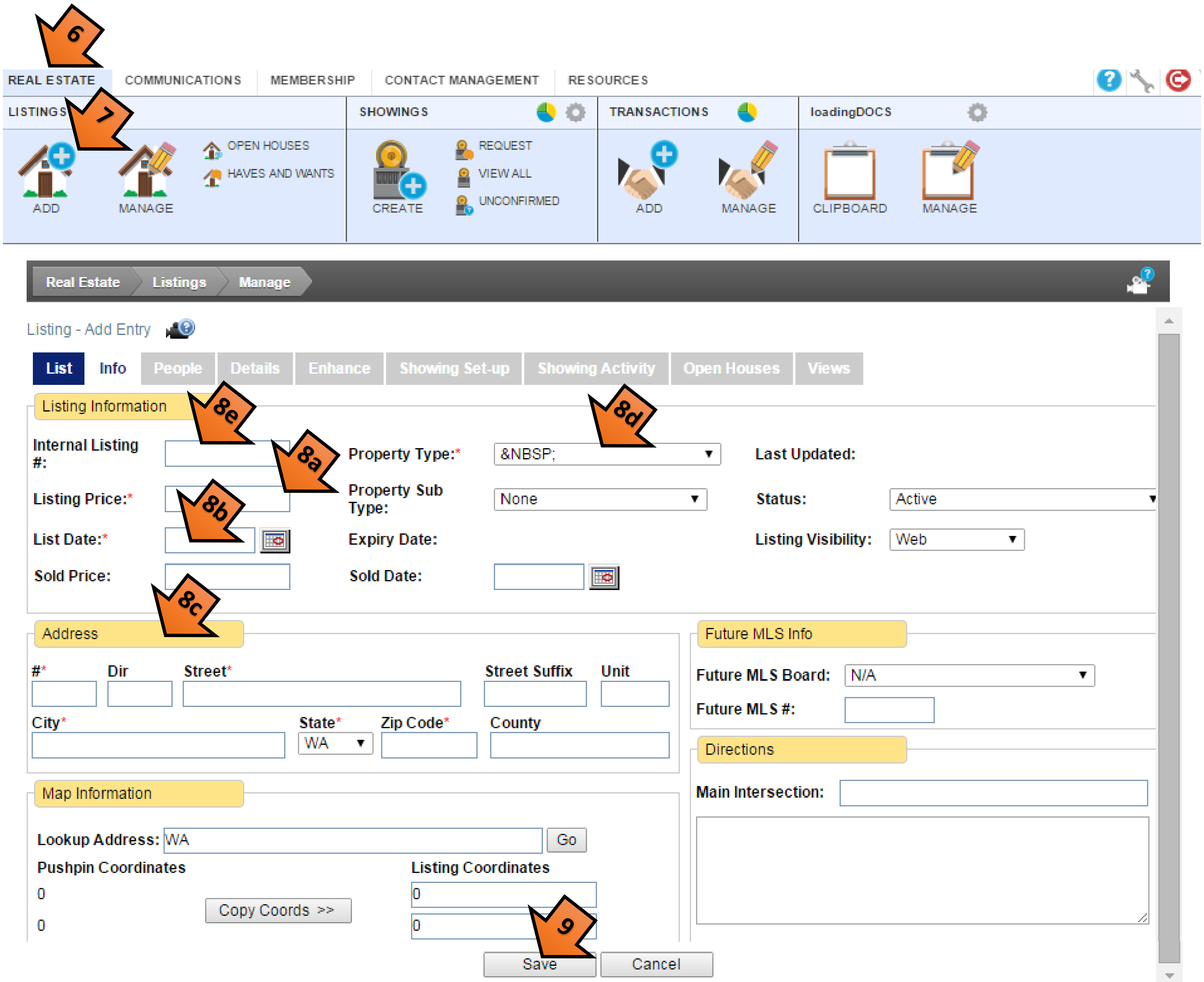
When you click on your listing you will see the same screen shown on the next page for unpublished listings but most of the data will be already populated.



Unpublished listings are manually added to the system.

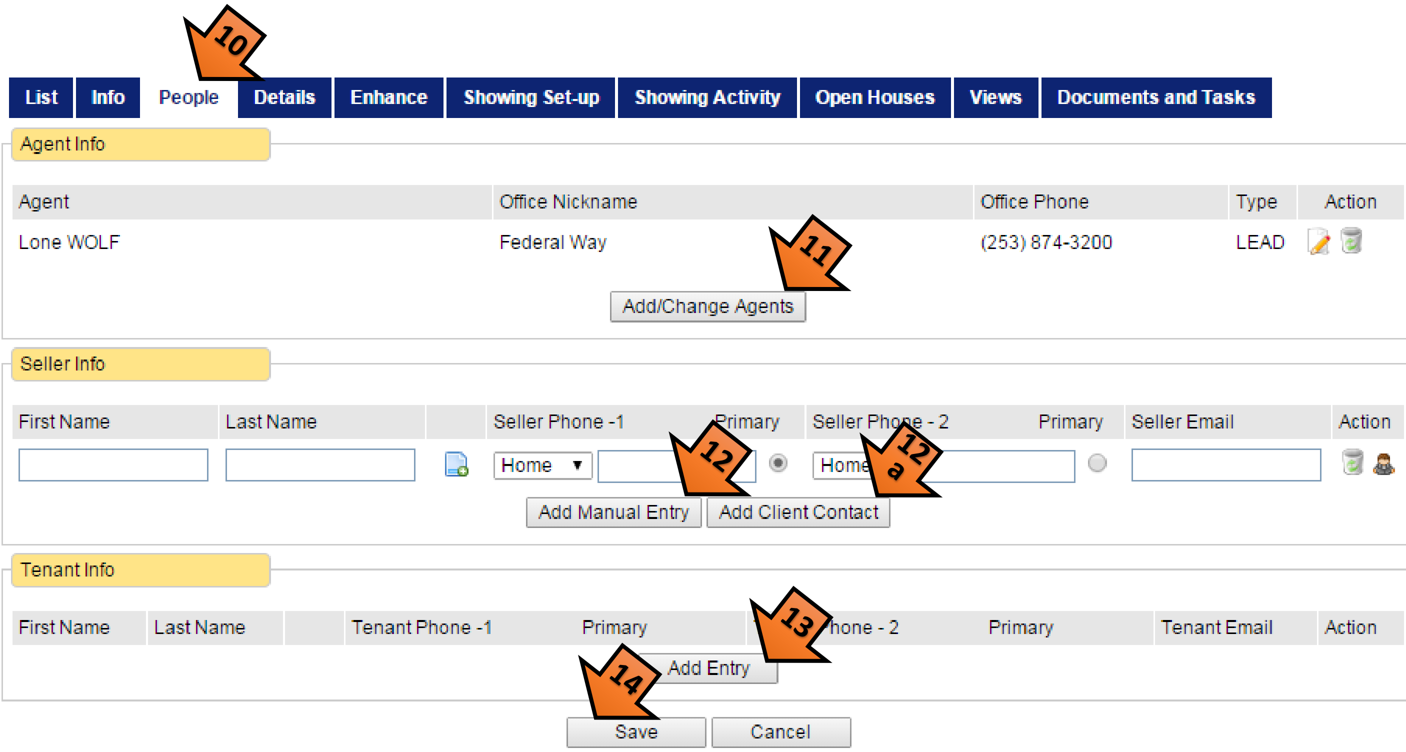
6. Click on the Real Estate tab
7. In the listings section click the Add button
8. Fill out the required information which is identified with a red asterisk:
   a) Listing Price
   b) List Date
   c) Address
   d) Property Type – this will trigger the list of required documents
   e) Leave the internal listing # blank

9. Click Save.

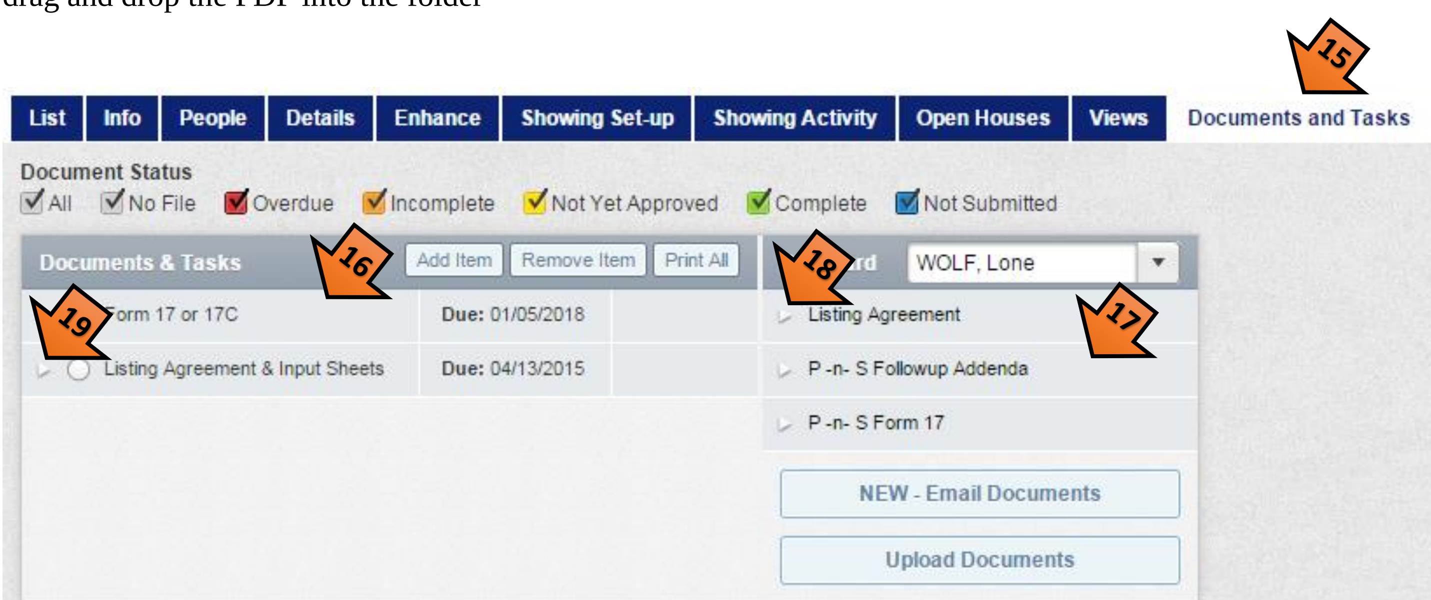


If there are any required fields that you missed, you will get a pop-up letting you know that you must fill in that information in order to save and move on.

10. Click on the people tab – you will see that you have been added as the listing agent.
11. If any other CB Danforth agents are sharing the listing, you can add them as secondary agents.
12. You can now add the seller contact information to the file.
    a. If the seller is already one of your contacts use the Add Client Contact button
13. Add optional tenant info if you would like
14. Click Save



15. Click on the Documents and Tasks tab
16. This opened the Documents and Tasks window. On the left side are a list of Documents and Tasks
17. On the right side are the PDF's on your clipboard.
18. Attach your Listing Agreement PDF to the Documents and Tasks item on the left. To open the PDF, you need to click on the small triangle located before the PDF name.
19. You also need to open the Document folder by clicking on the small triangle to the left of it. Then you can drag and drop the PDF into the folder



20. Right click on the Preview button and the pdf will open in another window. This feature allows you to see all the pages of the PDF. You now have the ability to separate the document. If desired, you can put the Form 17 in its folder, etc. This is an option for you. It is not required that you separate the documents.
21. Now drag and drop the PDF into place on the left.
22. You must hit the submit button to send this file into the transaction center.
23. The indicator icon will turn yellow telling you this PDF is in the transaction center for review.
    a. If you hit save, the indicator icon will be blue and the PDF has not be sent to the transaction center. You will have to do a status change in order to submit this PDF to the transaction center. Click on the [Status Change] button and then click on the [Submit] button.
24. You can add other document folders to the file. The Add Item button on the gray Documents and Tasks Bar has a list of other documents that may be required on your listing. Click on Add Item and select the document name. This will return you to the Documents & Tasks screen with the new item available for dropping in the corresponding document.

To ensure proper permanent storage of all revisions, please make sure that you only submit one document in each folder.