

CBD's Transaction Light Coordinator (TLC)

Listing Agreement Transaction Guide **Use for Newly Listed Properties (Not Sales)** **(*Mandatory fields)**

*CBD Broker Name: _____

CBD Co-Broker Name: _____

*MLS#: _____

*Date of Mutual Acceptance: _____

*Name of Client: _____

Email for Client: _____

Name of 2nd Client: _____

Email for 2nd Client: _____

*Do you want your client to be invited to the "Client Portal" Yes No

Broker's Responsibility:

- 1) Fill in all the mandatory fields above.
- 2) Turn in this form with the initial Listing Agreement.
- 3) Deliver agreement/addendums/follow-up paperwork to CBD before end of the 2nd business day after they are signed by seller.
 - a. Accepted delivery methods:
 - i. Email: TLC-Listing@CBDanforth.com
 - ii. Fax to 253-838-0760 or 206-420-4367
 - iii. Hand deliver to the front desk
 - iv. Scan at any of our three offices to: TLC-Listing@CBDanforth.com

CBD's Responsibilities (within 2 business days of receipt)

- 1) Create listing and input all received data in WolfConnect.
- 2) Upload all received documents to your clipboard in LoadingDocs.
- 3) Upload all received documents into the listing file.
- 4) Add your clients contact information into your WolfConnect Contact Management System.
- 5) Turn on or off the Client Portal for this transaction. If on, then this allows your clients web based access to select completed documents in WolfConnect.

Terms of This Agreement:

By choosing to turn in your listing using this form, you are agreeing to pay the \$25 fee to CBD for processing this listing. The \$25 fee will be collected on the 1st of the month following the date initial paperwork is received from CBD Broker.