



# ALL THINGS CBD

Tips & Resources to  
Navigate All the CB Danforth  
Tools & Systems



**COLDWELL BANKER  
DANFORTH**



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*In the Community*

**PROPERTY MANAGEMENT**  
COMMERCIAL | RESIDENTIAL



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# Table of Contents

(search document by clicking pressing ctrl and f, then typing in search bar)

1.	Advertising Guidelines - DOL .....	3
2.	Brokers Banter (Archive).....	3
3.	Business Card Options.....	3
4.	Business Planning - "The Business <i>Why</i> Plan".....	3
5.	CBx + Moxi Present (CB CMA).....	3
6.	Clock Hour Discounts .....	3
7.	Correspondence Archival .....	3
8.	Desk.....	3
9.	Flyer Template .....	3
10.	HUD Broker Information .....	3
11.	Legal Clauses and Notices .....	3
12.	Legal Insights (Laws and Forms).....	3
13.	Listing Concierge .....	4
14.	Logos available for download .....	4
15.	Multiple Offers Insight .....	4
16.	NWMLS Computation of Time .....	4
17.	Neighborhood Video's (Full Playlist).....	4
18.	Office Functions .....	4
19.	Online Presence .....	4
20.	Photographer Release.....	4
21.	Policy and Procedure Manuals.....	4
22.	Prospect Square .....	4
23.	RealVitalize.....	5
24.	Refer CB Danforth a Broker.....	5
25.	Relocation .....	5
26.	Signpost and Sign Companies with our approved logos and standards.....	5
27.	"TLC" Transaction Light Coordinator Flyer.....	5
28.	Tom Ferry Coaching .....	5
29.	Webinars and Virtual Events.....	5
30.	Wheel of Resources (Links to all Real Estate Websites) .....	5
31.	Who to Contact if you have Questions .....	5

# All Things CBDanforth

## *Tips on How to Navigate Various CBD Systems and Tools*

41. [Advertising Guidelines - DOL](#)
42. [Brokers Banter](#) (Archive)
  - a. [Current Monthly Newsletters](#)
43. [Business Card Options](#)

A list of companies that have our approved logos and standards
44. Business Planning - ["The Business Why Plan"](#)
45. [CBx + Moxi Present \(CB CMA\)](#)

Comprehensive listing/marketing CMA tool
46. Clock Hour Discounts
  - a. [CB Continuing Education Shop](#)

Check on CB Works for the appropriate discount code. 15-20% discounts possible on clock hour classes.
  - b. [Rockwell Institute](#)

Contact your Coldwell Banker Danforth office for login and password to receive discount.
47. [Correspondence Archival](#)

Instructions on saving Texts and Emails to PDF
48. [Desk](#)

Your new place to find everything related to the CB brand!

  - a. [Introduction - Getting Started](#)
  - b. [Training Deck](#)
  - c. [FAQs](#)
49. Flyer Template
  - a. [PowerPoint](#)
  - b. [Publisher](#)
  - c. [Word](#)
50. [HUD Broker Information](#)
51. Legal Clauses and Notices
  - a. [Examples of Non-Refundable Deposit](#)
  - b. [Buyer Notice Regarding Removing Contingencies](#)
  - c. Flyer Disclaimer: "The information on this flyer is to the best of the seller's knowledge only. Its accuracy is not guaranteed. **IF IT IS IMPORTANT, CHECK IT!**"
52. [Legal Insights \(Laws and Forms\)](#)

53. [Listing Concierge](#)  
A comprehensive listing marketing program.

54. [Logos](#) available for download

55. Multiple Offers Insight

- a. [Excerpt from Broker's Banter](#)
- b. [Multi-Offer Seller Spreadsheet](#)

56. [NWMLS Computation of Time](#)

57. [Neighborhood Video's \(Full Playlist\)](#)

[Auburn](#)  
[Ballard](#)  
[Bellevue East](#)  
[Bellevue South](#)  
[Bellevue West](#)  
[Bothell](#)  
[Burien](#)

[Capitol Hill](#)  
[Edmonds](#)  
[Federal Way](#)  
[Fremont](#)  
[Green Lake](#)  
[Issaquah](#)  
[Kirkland](#)

[Magnolia](#)  
[Maple Valley](#)  
[Mercer Island](#)  
[Puyallup](#)  
[Queen Anne](#)  
[Redmond](#)

[Renton](#)  
[Sammamish](#)  
[Seattle Downtown](#)  
[Shoreline](#)  
[Tacoma Downtown](#)  
[West Seattle](#)

58. Office Functions

- a. [Door Code and Alarm Processes](#)
- b. [Copy and Fax Machine Instructions](#)

59. Online Presence

Social Media

- i. [Coldwell Banker Social Media Policy](#)
- ii. [The New Age of Real Estate Communication](#)[http://www.cbdanforth.com/docs/New\\_Age\\_of\\_Real\\_Estate\\_Communication.pdf](http://www.cbdanforth.com/docs/New_Age_of_Real_Estate_Communication.pdf)
- iii. [Becoming Social White Paper](#)
- iv. [Why You Should Care About Pinterest](#)
- v. [Fascinating Pinterest Tools Worth Checking Out](#)
- vi. [Facebook 101](#)
- vii. [Twitter 101](#)

60. Photographer Release

- a. [Photographers with signed Release Forms](#)
- b. Visit NWMLS to get blank release Form 13A or 13B

61. Policy and Procedure Manuals

- a. [Residential](#)
- b. [Commercial](#)
- c. [Property Management](#)

62. [Prospect Square](#)

## Automated Email Marketing for your Sphere

### 63. RealVitalize

CB program assisting sellers with costs of improving their home before listing

- a. [READ THIS FIRST](#)
- b. [Pre-Application Form](#) – Submit to Dave
- c. [Program Overview](#) & [Training Video](#) – March 2021
- d. [Quick Start Guide](#) & [FAQ](#)
- e. [Participation Agreement](#) – or email [CBFront@CBDanforth.com](mailto:CBFront@CBDanforth.com) for a copy
- f. [Marketing Catalog](#)

### 64. [Refer CB Danforth a Broker](#)

Resources to share with outside brokers who might be interested in making the switch to CB Danforth and recruiter contact information.

### 65. [Relocation](#)

Information on our Relocation program through the Realogy Advantage Network.

### 66. [Signpost and Sign Companies](#) with our approved logos and standards

### 67. [“TLC” Transaction Light Coordinator Flyer](#)

- a. [TLC Listing Form](#)
- b. [TLC Sale Form](#)
- c. [TLC Client Contact Services Form](#)

### 68. Tom Ferry Coaching

- a. [Info Sheet](#)
- b. [Onboarding](#)
- c. [Coaching Class Prep](#)
- d. Coaching Series

### 69. [Webinars and Virtual Events](#)

### 70. [Wheel of Resources](#) (Links to all Real Estate Websites)

Save this as a favorite or as your homepage on your PC or tablet

### 71. [Who to Contact if you have Questions](#)

- a. [Weekend Manager](#)
- b. [How to Email Managing Broker Questions](#)
- c. [General CBD IT Questions about LoneWolf or Office Computers](#)
- d. Coldwell Banker Email call 877-263-6589
- e. CB Exchange Help Desk call 877-426-5393 (For questions on listings on CB.com)
- f. [Commercial Real Estate](#)
- g. [Property Management](#)