



NEW AGENT LISTING SURVIVAL SHEET

What to track. What to say. What to do next.

FIRST LISTING?

Don't wing it.

Use this as your quick guide.

YOUR LISTING IS LIVE. NOW KEEP THESE 5 THINGS IN FRONT OF YOU.

1 KNOW WHAT'S HAPPENING

Track showings, buyer feedback, open-house activity, price changes, seller conversations, and anything you've already tried.

2 KEEP YOUR SELLER INFORMED

A simple update should cover: Activity -> Feedback -> What it means -> What you recommend next.

3 AFTER EVERY OPEN HOUSE

Write down: Who came -> What they liked -> What concerned them -> Who needs follow-up -> What the seller needs to know.

4 WHEN THE LISTING GOES QUIET

Review: Showings - Feedback - Price - Condition - Competition - Marketing - Changes already made.

5 WHEN YOU DON'T KNOW WHAT TO SAY

You do not have to answer a difficult seller question off the top of your head. Slow down. Look at what has actually happened with the property. Then prepare your response around the facts.

TRY THIS WITH A SELLER

Instead of: "I'm not sure why we haven't gotten an offer yet."

Try: "Let's look at what the market has told us so far - our showing activity, the feedback we've received, and what buyers are responding to. Then we can decide together what our best next move is."

ONE HABIT THAT WILL SAVE YOU HOURS:

STOP STARTING OVER.

Keep the listing history together so every next step gets easier.

Feeling overwhelmed? AgentListKeep was built for exactly this.

Seller updates - open-house follow-up - example responses - listings that need attention

Your listing **BACKUP** has arrived.

AgentListKeep.com