

What VFG Associates Will Do For You

After the listing contract is signed and returned to our office, the following tasks will be handled by our staff:

Process the listing for input into the MLS:	Lia
File the contracts with our office and arrange for the appropriate yard sign to be installed	Christine
Arrange for photos to be taken by our professional photographer, Sandy Weiner	Amanda
Choose and edit photos, post to MLS and websites	Amanda
Introduce your home at Beverly Hills office meetings and Previews International meetings of over 200 top agents	Valerie
Contact you to discuss when you'd like to hold Sunday open houses and the first Broker's Open House on Carava	Lia
Reserve and design a full-page ad in Caravan Express for your property	Amanda
Put your listing into rotation in the Coldwell Banker LA Times ad pages	Amanda
Design and print custom brochure for your property	Amanda
Reserve a full page ad for your home in DreamHomes Magazine, International edition	Amanda
Place advertisements for your property in the New York Times and Wall Street Journal	Amanda
Add your listing to Valerie's full page LA Times ad	Amanda
Send copies of your property's advertising via mail	Mary Virginia
Schedule showings and open houses	Lia
Qualify each prospective buyer prior to showings	Lia
Answer all Buyer and Broker inquiries regarding your home	Valerie and Lia
Show the property to potential Buyers	Valerie or Lia
Report to you the results of showings and open houses	Lia
Discuss with you any offers that come in	Valerie
Open escrow once an offer is accepted	Christine
Schedule and attend mold, termite and general inspections	Christine
Track the escrow file until close	Christine
Complete and track all relevant paperwork (disclosures, inspection reports, etc)	Christine

Monitor contingency and due dates

Christine

Keep you apprised of any potential issues during the escrow process

Valerie and Christine