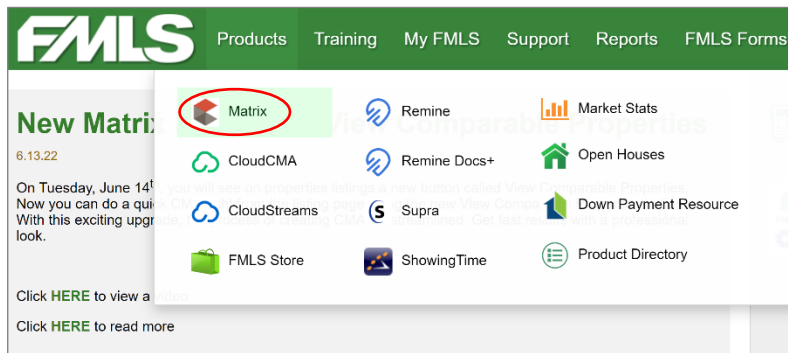


# Listing Process

## Prepare the Listing

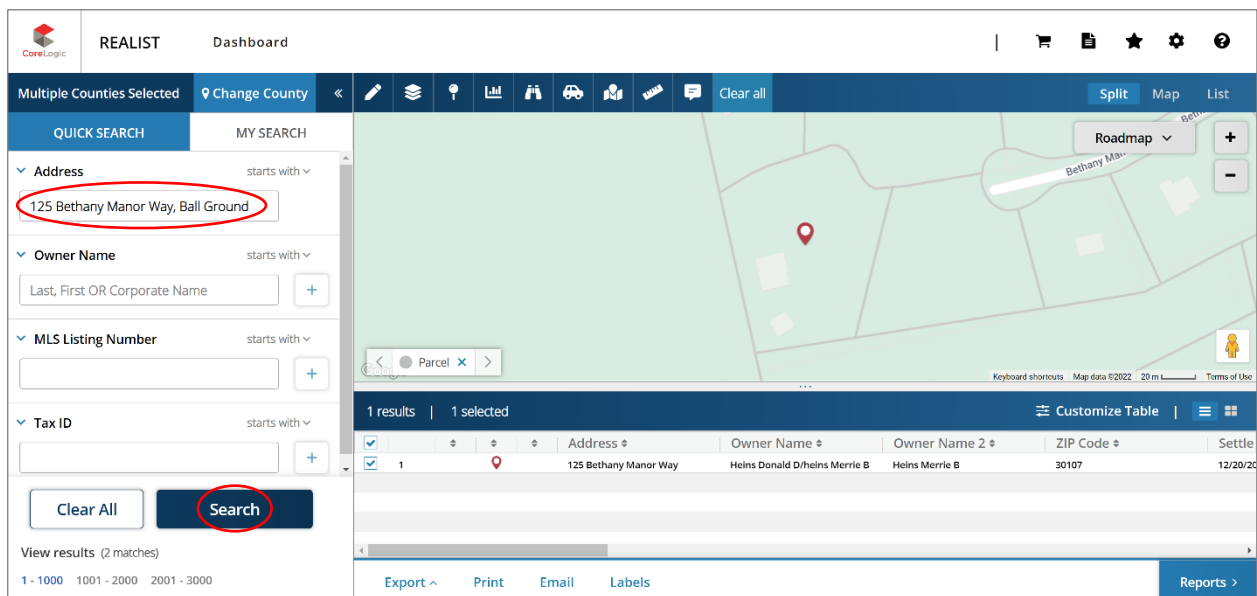
- Note that this tutorial does not include information on how to select the appropriate comps, how to create a CMA, how to perform a listing consultation, or how to determine price. Please rely on your broker for those items. This tutorial will only cover how to prepare the paperwork for your listing. As each transaction is different, this tutorial cannot possibly include each potential variable, and is only meant to act as a general guideline.
- You will begin the listing paperwork process by verifying the correct address and owner names by pulling the tax records. Login to FMLS, hover over Products, then click on Matrix.



- Click on Public Records. This will open the Realist Dashboard in a new tab.



- Enter the property address in the Address field, then click Search.



- This will display the property details, including the correct address and owner names as shown on the deed, along with other key details, such as subdivision, year built, square footage, lot size, and tax ID number. You will use this info to complete the Listing Agreement and to later enter the listing into the MLS. You will want to create a folder on your computer to begin saving documents. Click on Print in the upper right-hand corner, then Quick Print. You will print to PDF. You may close the Realist tab, but do not exit FMLS yet.

REALIST Dashboard

125 Bethany Manor Way, Ball Ground, GA 30107-2263, Cherokee County

APN 014N19-00000-026-000-0000 CLIP 6779387247

Print Email Customize View ValueMap

Quick Print Customize Print

MLS Beds	MLS Full Baths	Half Baths	MLS Sale Price	MLS Sale Date	MLS Sq Ft	Lot Sq Ft	Yr Built
3	2	1	\$415,000	12/20/2017	2,688	93,654	2009

Type: SFR

Owner Information

Owner Name	Heins Donald D	Tax Billing Zip	30107
Owner Name 2	Heins Merrie B	Tax Billing Zip+4	2263
Tax Billing Address	125 Bethany Manor Way	Owner Occupied	Yes
Tax Billing City & State	Ball Ground, GA		

- Back in FMLS Matrix, you will gather a few more details that you'll need later on in the listing process. First, you may wish to look for any previous listings for this property for research purposes. Returning to Matrix, you'll enter the property address, minus the street type, in the speedbar (for example, "125 Bethany Manor" rather than "125 Bethany Manor Way"), then hit Enter. This will display any time the subject property has been listed, including all statuses.

FMLS Matrix

125 Bethany Manor

Alert! Teams Feature is ON. Also! 2 people have full access to your account; see My Matrix>Settings>Teams.

News & Alerts My Stats Express Search

- Review any applicable previous listings (sometimes there are none). If you wish to save them, select them by placing a check to the left of the listing, then click Print at the bottom. Select the Agent Full report, then click Print. Then save it on your computer.

#	MLS #	Type	Price	Status	SubSt	Address	Subd/Complex	City	County	Bed	FB	HB	Yr Built	Img	List Date	On Market	Expire Date	Closing Date	HI	Do	In	VT	R	D	S
1	5641041	DET	\$512,000	W		125 Bethany Manor Way	2+ acre lot on cul de sac	Ball Ground	Cherokee	3	2	1	2009	25	01/26/2016		01/26/2016								
2	5608539	DET	\$492,900	W		125 Bethany Manor Way	None	Ball Ground	Cherokee	3	2	1	2009	25	10/17/2015		10/17/2015								
3	5699686	DET	\$460,000	W		125 Bethany Manor Way	None	Ball Ground	Cherokee	3	2	1	2009	25	06/01/2016		06/01/2016								
4	5525078	DET	\$499,900	X		125 Bethany Manor Way	Bethany Manor	Ball Ground	Cherokee	3	2	1	2009	25	04/12/2015		04/12/2015		10/12/2015						
5	5745154	DET	\$460,000	X		125 Bethany Manor Way	None	Ball Ground	Cherokee	3	2	1	2009	25	09/09/2016		09/09/2016		10/31/2016						
6	5992433	DET	\$415,000	C		125 Bethany Manor Way	None	Ball Ground	Cherokee	3	2	1	2009	40	09/16/2017		09/16/2017		12/20/2017						
7	4117270	LOT	\$11,000	C		125 BETHANY MANOR Drive	BETHANY MANOR	Ball Ground	Cherokee	0	08/20/2010		08/20/2010						11/01/2010						
8	6880962	RLSE	\$1,855	C		125 Bethany Manor Drive	Bethany Manor	Ball Ground	Cherokee	3	2	1	2014	15	05/10/2021		05/10/2021		07/01/2021						
9	5248862	RLSE	\$1,075	C		125 Bethany Manor Drive	The Villas at Bethany Manor	Ball Ground	Cherokee	3	2	1	2010	22	01/27/2014		01/27/2014		06/27/2014						

Actions: Refine Save Carts

Criteria Email Print CMA Directions Stats Export Quick CMA Cloud CMA ShowingTime

- Now you will want to see if the property is in an HOA. Open a previous listing, or open recent listings within the same subdivision. Scroll down to the Legal / Financial / Tax Information section and look to see if there is any HOA info available. If there are blanks or zeroes, the property is likely not in an HOA. If you see figures in the Association Fee field (for example, \$250/month), the property is likely in an HOA. Always verify with your seller, however, as some HOAs are not mandatory, but they will still need to be disclosed.

LEGAL   FINANCIAL   TAX INFORMATION		
<b>Tax ID:</b> 014N19-00000-026-000-0000	<b>PPIN #/APN:</b>	<b>Tax/Tax Year:</b> \$4,317 / 2016
<b>CPHS:</b> None	<b>Section/GMD:</b> 0	<b>Lot:</b> 8 <b>Block:</b> 0
<b>Land/Lot:</b> 215 <b>District:</b> 14th	<b>Deed Book/Page:</b> 9779/358	<b>Land Lease:</b> <b>Lot Dim:</b> 0
<b>Plat Book/Page:</b> 97/1	<b>Special Circumstances:</b> None	<b>Assessment Due/Contemplated:</b> No
<b>Listing Conditions:</b> None	<b>HOA Rent Restriction:</b> No	<b>Assumable:</b> No
<b>HOA Phone:</b>	<b>Owner 2nd:</b> No	<b>Initiation Fee:</b>
<b>Owner Finance:</b> No	<b>Swim/Tennis:</b> \$0	
<b>Association Fee:</b> \$0	<b>Home Warranty:</b> No	
<b>Master Assoc Fee:</b> \$0		

- You will also want to make a note on which school districts the property is in. You can get this from a previous listing or recent listings within the same subdivision or neighborhood. You may also be able to find the school districts in Realist, by using its map layers, or you may be able to find it on the school district's website. Again, be sure to verify with your seller, as school districts can change.

Agent Full

**List Price: \$460,000**  
**Sales Price: \$415,000 CC: \$0**  
Closed



**Residential - Detached**  
**MLS #: 5907433** **Broker: ATCM04** **Availability:** No conditions  
**125 Bethany Manor Way**  
**City:** Ball Ground **State:** Georgia, 30107-2263  
**County:** Cherokee - GA **Lake:** None  
**Subd/Comp:** None

Lvls	Bdrms	Baths	Hif	Bth	SCHOOLS
Upper	2	1	0		<b>Elem:</b> Clayton <b>Middle:</b> Teasley <b>High:</b> Cherokee
Main	1	1	1		
Lower	0	0	0		
<b>Total</b>	<b>3</b>	<b>2</b>	<b>1</b>		

**Subtype:** Single Family Residence **Condition:** Resale  
**Levels/Stories:** 3 or more **Sq Ft/Source:** 2,688 / Public Records  
**Year Built:** 2009 **Above Grade Finished Area:**  
**Acres/Source:** 2.1500 / Public Records **Below Grade Finished Area:**  
**Const:** Log **Below Grade Unfinished Area:**  
**Arch Style:** Cabin, Rustic **Foundation:**

**Bus Rte:**  
**Bus Rte:**  
**Bus Rte:**

1 / 40 **Welcome to 125 Bethany Manor Wi...**

- Next, you need to pull the Deed, Legal Description, and Plat. Login to GSCCCA. Click on Search, then Real Estate Index, then Book Page Search.

Real Estate Index

PT-61 Index

**Name Search**

Search the Georgia Consolidated Real Estate Indexes alphabetically by name.

LEARN MORE

**Book Page Search**

Search the Georgia Consolidated Real Estate Indexes by county, book and page.

LEARN MORE

**Property Search**

Search the Georgia Consolidated Real Estate Indexes for select counties that allow searching by subdivision, unit, block and lot.

LEARN MORE

**PREMIUM**

**Instrument Type Search**

Search the Georgia Consolidated Real Estate Indexes by county and instrument type. This is a premium search feature.

LEARN MORE

- Select the County that the property is in. Then the Deed Book and Page can be found on the Realist report that you saved earlier. It will be the most recent sale, typically shown at the top of the Last Market Sale & Sales History section. Enter that info, then click Search.

LAST MARKET SALE & SALES HISTORY			
Recording Date	12/21/2017	Price Per Square Feet	\$194.45
Settle Date	12/20/2017	Deed Book & Page	14236-152
Sale Price	\$415,100	Deed Type	Limited Warranty Deed

Tutorial provided by SDC Consulting, LLC

www.sdcconsulting.net

Page 3 of 16

**SEARCH** Real Estate Index > Book Page Search Fullscreen View Back

Index of documents on file in the Authority's Central Indexing System from 1/1/1990 thru 5/30/2022.

County:  [Display County Index Data Good From/Thru Dates](#)

Enter book and page to be searched. The book and page entered will be reformatted to match the indexing standards.

Book (required):

Page (required):

- GSCCCA will display the search results. Verify that it is the correct record, then click View Image.

**SEARCH** Real Estate Index > Book Page Search Fullscreen View Back

Searched Book: 14236  
 Page: 152 in CHEROKEE County  
 County good from 1/1/1990 through 7/5/2022  
 Query Made: 7/10/2022 3:12:56 PM

County	Instrument Type	Date Filed	Time	Book	Page
CHEROKEE	WARRANTY DEED	12/21/2017	12:31 PM	14236	152

Description not warranted

Sec/GMD	District	Land Lot	Subdivision	Unit	Block	Lot	Comment
2	14	0215					

**Grantor**  
 LOVE, ALLEN C  
 LOVE, CHARLENE C

**Grantee**  
 HEINS, DONALD D  
 HEINS, MERRIE B

**Cross-Referenced Instruments**  
 PLAT PLAT / MAP BOOK 97, PAGE 1  
 PT61 E-FILING PT-61 028-2017-013610

This record was added to the statewide Deed database index on 12/30/2017 2:00:23 AM

- The warranty deed will appear in a new window. Click the Print icon in the upper right-hand corner and save it to your computer.

**THE CLERKS AUTHORITY** CHEROKEE Deed Book 14236 Page 152 [Report this Image](#) [Need Help?](#) [Change Viewer](#)

Book 14236 Page 152  Fit Width (61%)

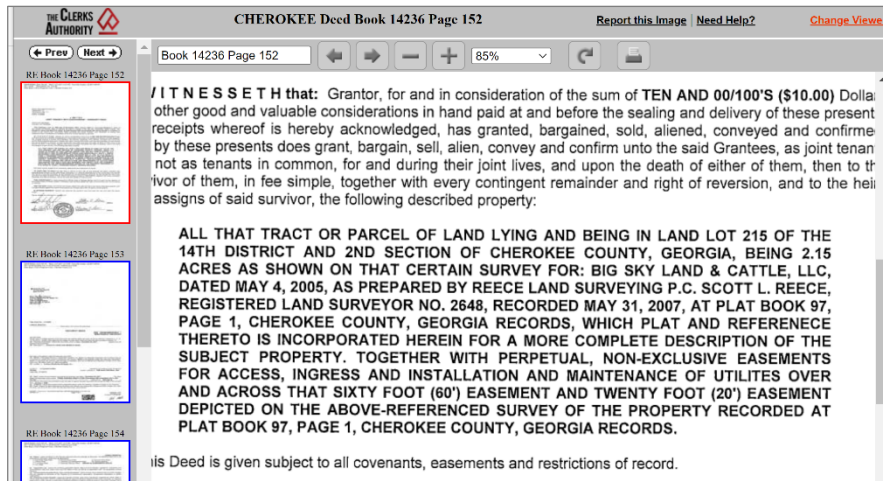
DEED BOOK:14236 PG:152 Filed: 12/21/2017 12:31 PM Clerk File Number: 28-2017-045195  
 Rec: \$10.00 TRANSFER TAX \$415.00  
 Patty Baker, Clerk of Superior Court - Cherokee County, GA

Return Recorded Document to:  
 Hartmanlaw, LLC  
 744 Noah Dr., Ste. 110  
 Jasper, GA 30143  
 FILE #: 17-01068

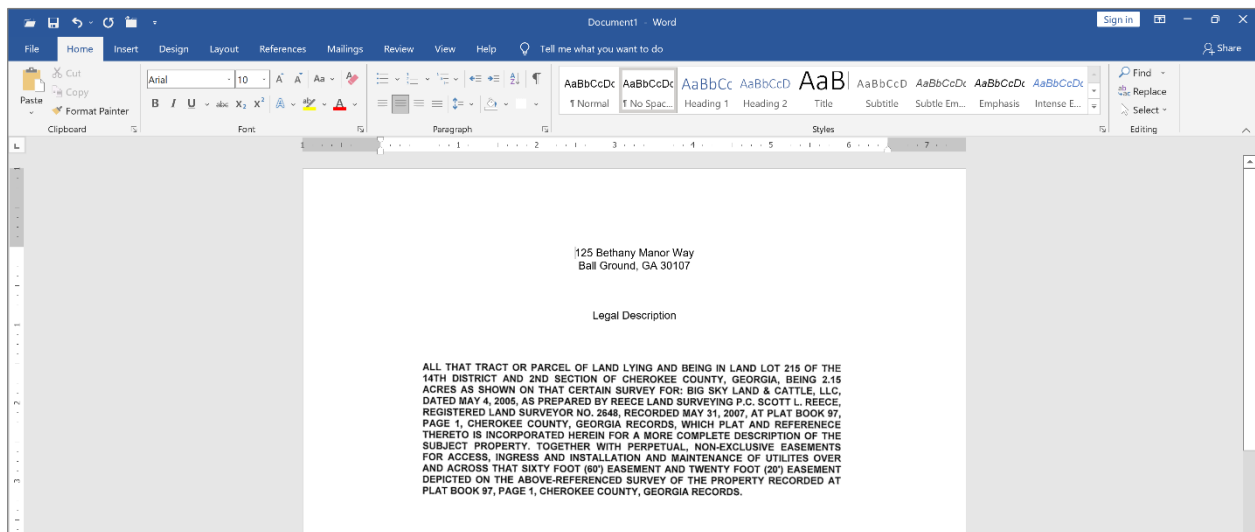
**LIMITED**  
**JOINT TENANCY WITH SURVIVORSHIP -- WARRANTY DEED**

STATE OF GEORGIA  
 COUNTY OF PICKENS

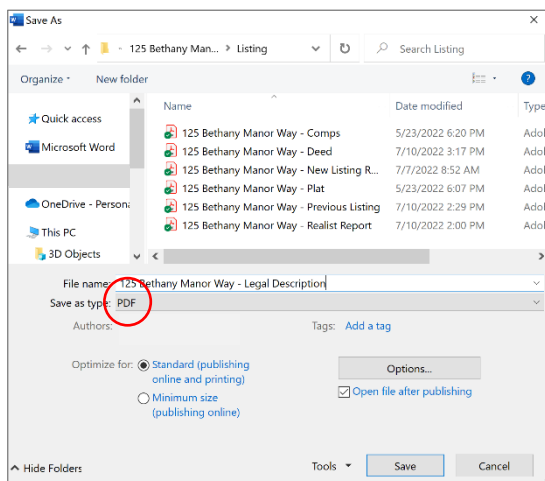
- While you're in this view, zoom in on the legal description and do a screen capture. The legal description will be its own paragraph and will begin with "All that tract or parcel of land lying and being in..."



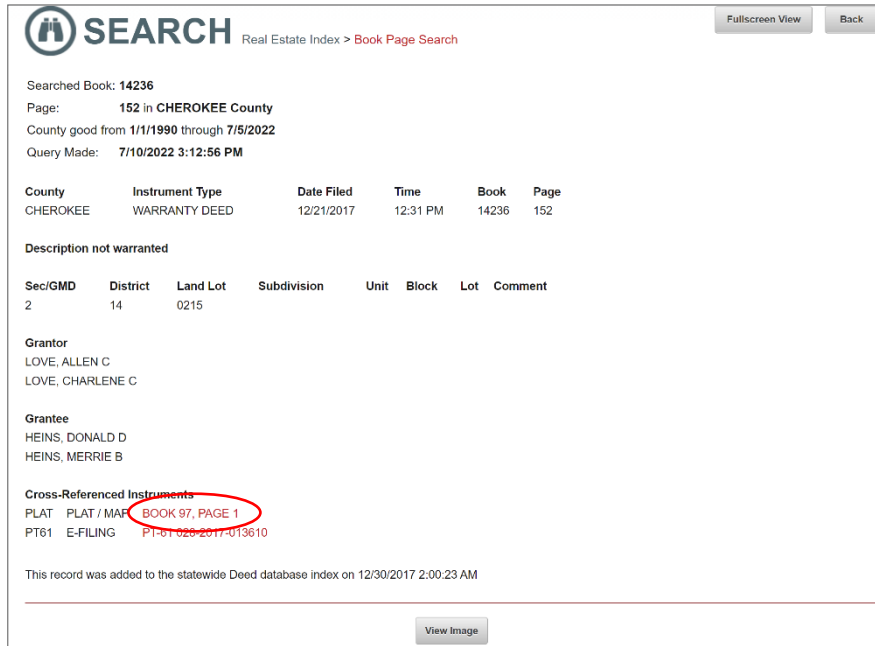
- Open a blank Word document, type the property address at the top, then Legal Description, then paste the screen capture. Crop the image down so that the final product is a clean document, like this:



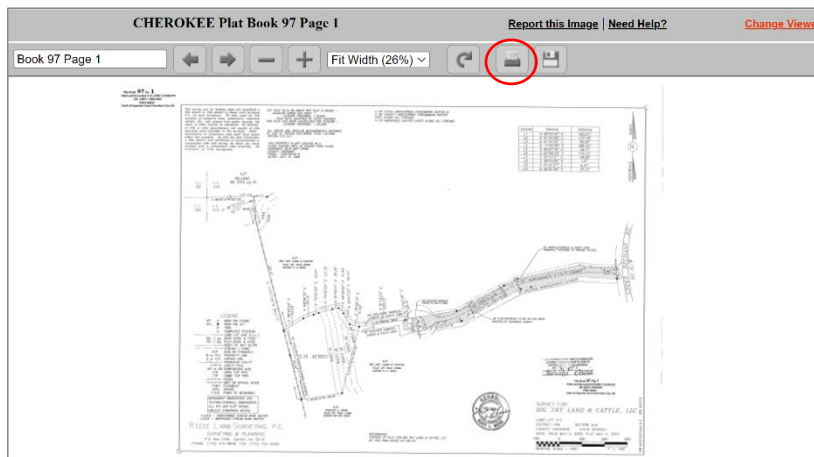
- Save the file as a PDF on your computer.



- Returning to GSCCCA, you will exit the pop-up window that displayed the deed, returning to the search results. From here, you will click on the link to the Plat (if available).

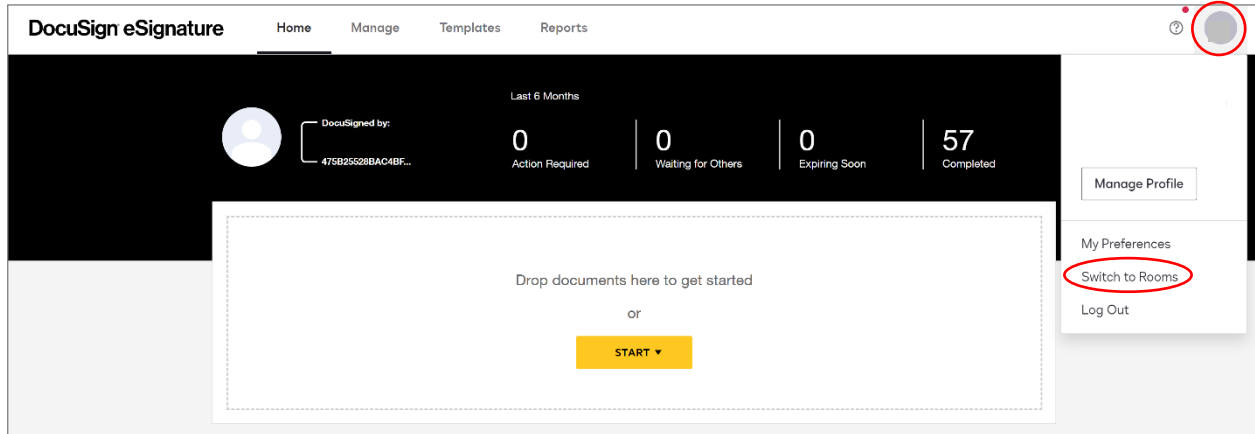


- A new search window will display, then click View Image. The plat will appear in a new window. Click the Print icon in the upper right-hand corner and save it to your computer. You can exit GSCCCA when you are done.

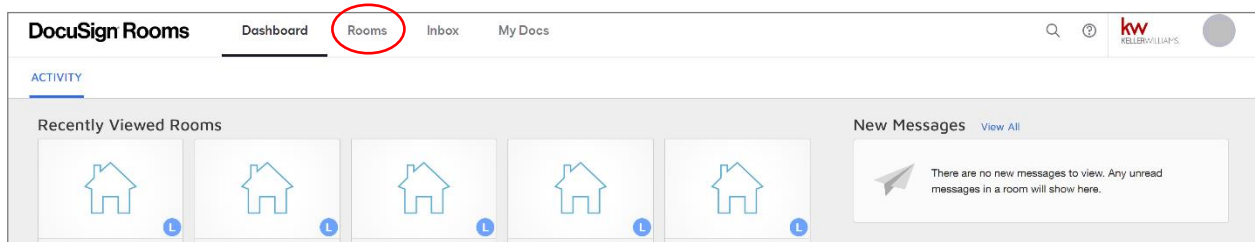


- If you do not have access to GSCCCA, you can ask a closing attorney partner to help you pull the deed and legal description for your listing. In addition, certain counties offer their deeds online for free. Here are a few:
  - Cherokee County: <https://deeds.cherokeega.com/>
  - Cobb County: <https://research.cobbsuperiorcourtclerk.com/>
  - Douglas County: <http://deeds.co.douglas.ga.us/External/LandRecords/protected/v4/SrchName.aspx>
  - Forsyth County: <https://resolution.forsythco.com/External/LandRecords/protected/SrchQuickName.aspx>

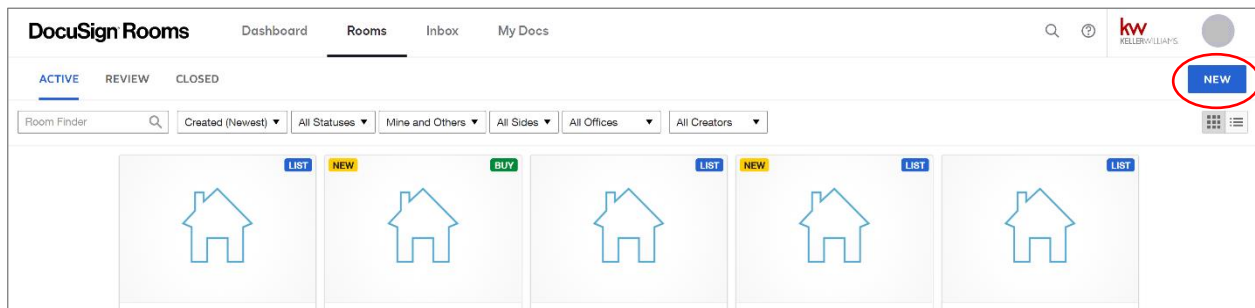
- Next, you will need to set up the client in DocuSign to sign the listing agreement and complete the property disclosures. Login to DocuSign. Click on your profile picture (it will display your initials if you haven't loaded a profile picture) in the upper right-hand corner and Switch To Rooms.



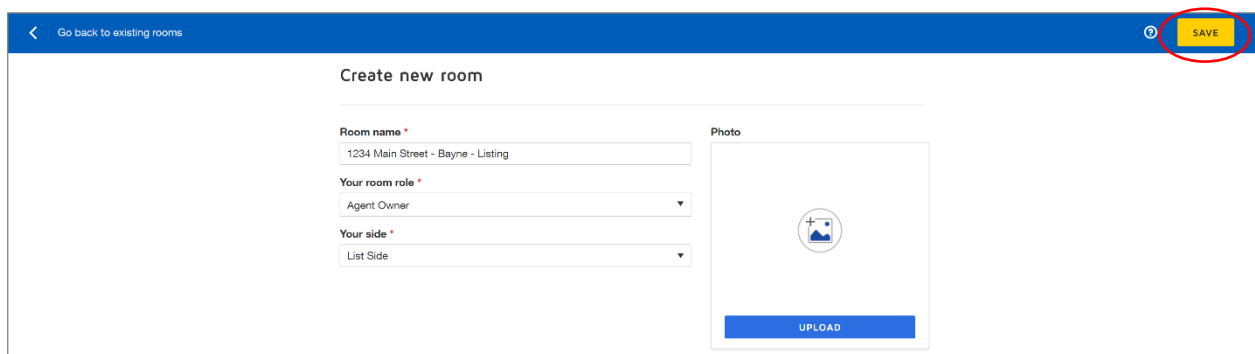
- From the Dashboard, click on Rooms.



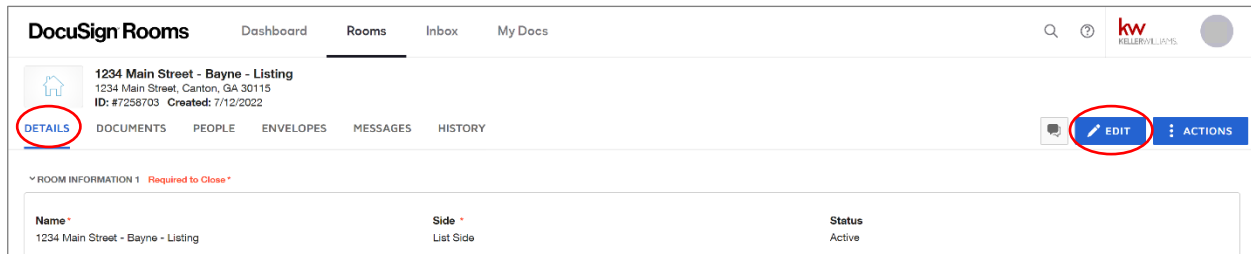
- Select New.



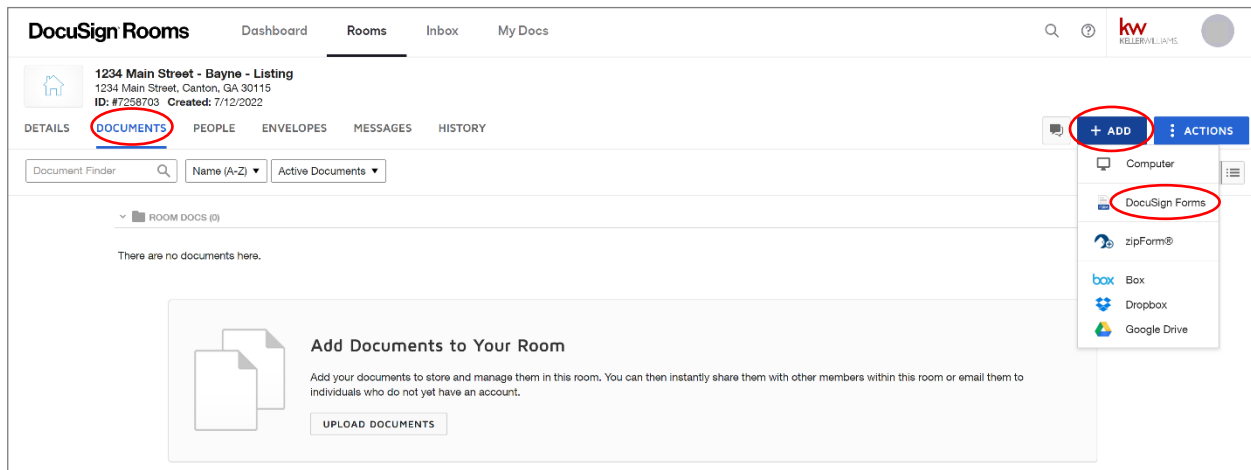
- Name the room, then select Agent Owner as the role, select List Side, then click Save.



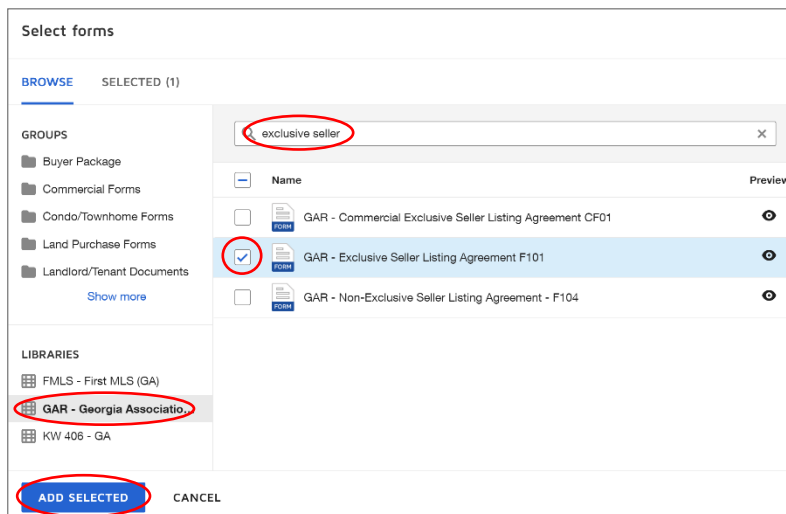
- On the Details tab, click Edit and fill in the address, seller name and contact info, and your name and contact info as the listing agent. This will help you auto-fill forms as you go along. Save when you are done.



- Click on Documents to begin adding forms to your Room. Click Add in the upper right corner. Then select DocuSign Forms.

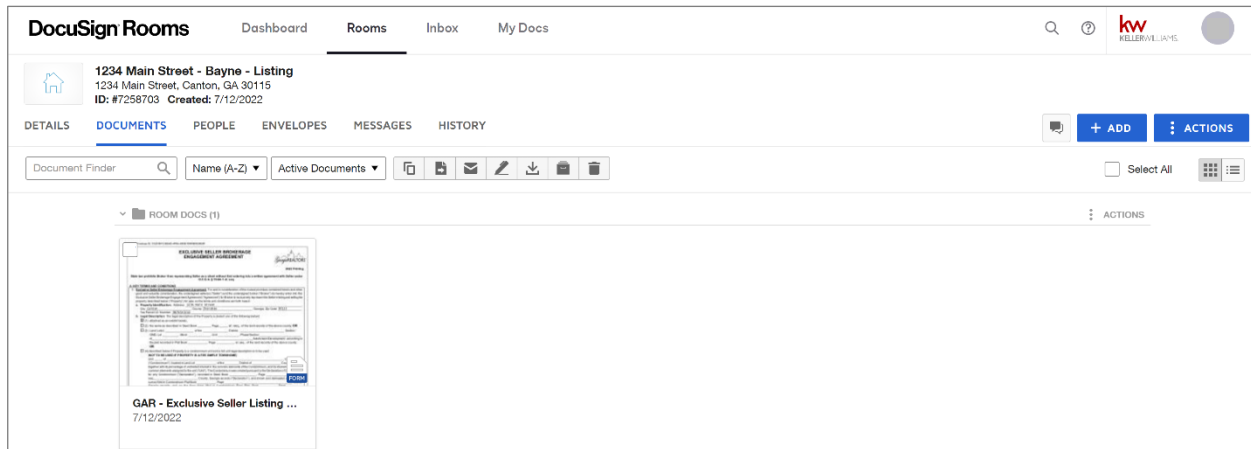


- When the dialogue box pops up, choose GAR Forms on the left, then search for the Exclusive Seller Listing Agreement in the search bar. Once the results pop up, place a check next to the form and click Add Selected.

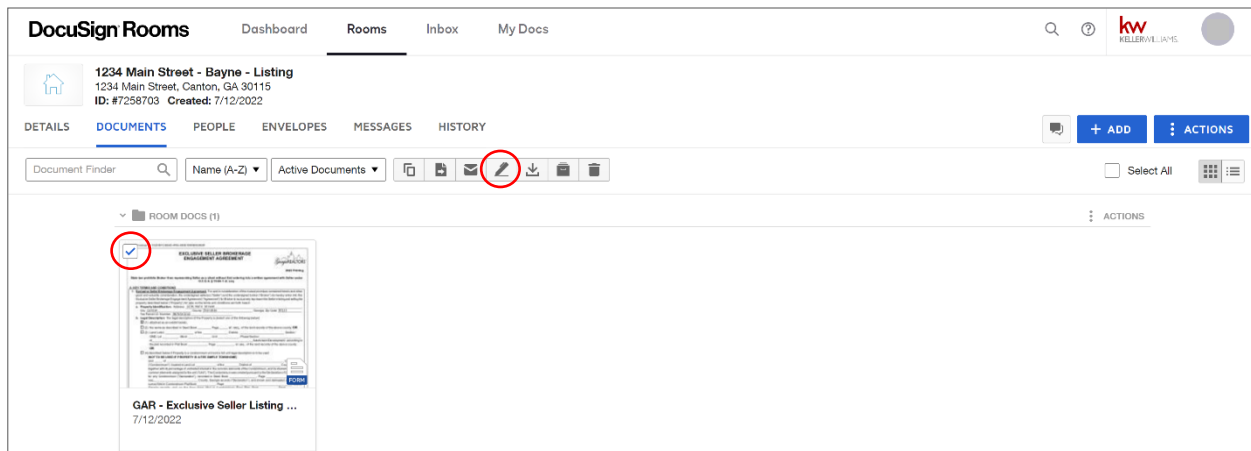




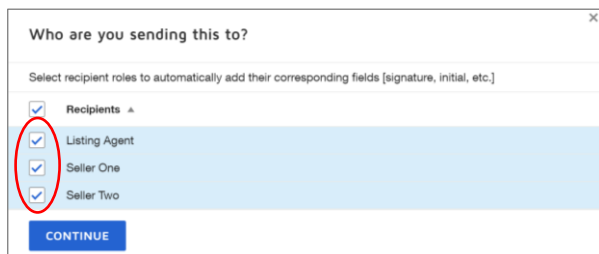
- Click on the image of the form to begin filling it out. The information you entered in the Details tab should auto-fill. Click Save & Close when you're done filling out the form. This will return you to the Documents tab.



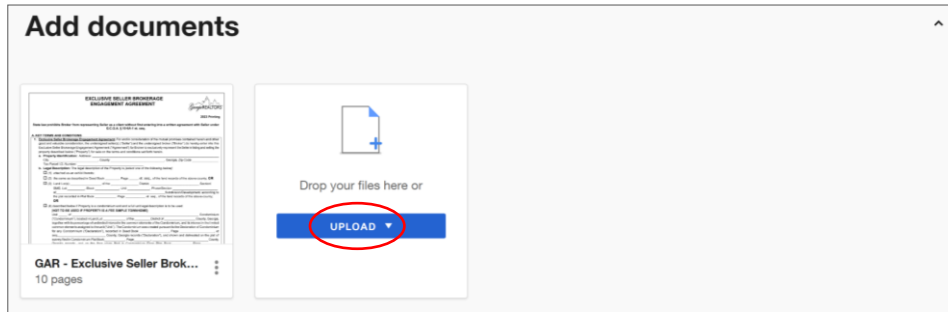
- You will need to follow the same process to add the Seller's Property Disclosure, Community Association Disclosure, and Lead-Based Paint Exhibit, as applicable. You may fill in the address at the top of these forms, but you must have your seller complete the remainder of each form. Be sure to also include any additional disclosures that your broker may require your seller to sign (for example, Marketing Service Agreements, Affiliated Business Disclosures, or Wire Fraud Disclosures), and any GAR pamphlets that you wish to share with the seller, such as "Protect Yourself When Selling Real Property" or the Lead-Based Paint Pamphlet.
- To send the form off for completion and signatures, place a check in the upper left-hand corner of the form. Then click on the pen icon (Create Envelope) to send the form to the eSignature portion of DocuSign. You can select multiple forms to send at once, if so desired.



- DocuSign will ask you who you wish to send the form to. Check all the recipients that need to sign. If there are some recipients missing, you can add them on the next screen.



- At the top of the page, you should see all the forms that you selected to send off for signature. You can add additional documents using the Upload button. You may wish to get your seller's initials on a separate document that was not created in DocuSign, like a deed or legal description, for example. You may also drag and drop the forms to reorder them, if so desired.



- You can click the three dots at the lower right corner of each form to view other options for each document. "Set as Supplement" is a good option to use for GAR pamphlets that do not require signature, but are being shared as additional information.



- Next, you will add recipients and choose the order in which each recipient will sign. The names and email addresses for the recipients you chose a moment ago should already be in place. If not, you may add them now. Be sure the “Set Signing Order” box is checked. Place a 1 next to your name so you sign first. Be sure that the email address it shows for you is the one you logged in with. (Doing this makes it easier for you to sign the document while you are still logged in to DocuSign.) Place a 2 next to each seller client so they sign second. (If there is more than one seller, they will each be assigned a 2 so that they receive the documents at the same time.) You can click the Add Recipient button to add any additional signers, then assign them a signing order. If you have an admin that needs a copy of the completed documents, enter their name and email address, then assign them a number so that they receive the documents last. Change the drop-down menu next to their name from “Needs to Sign” to “Receives a Copy.” Note that DocuSign automatically emails a final signed copy of each document to each of the actual signers, so you will not need to send a copy to the seller, because DocuSign will have already done so.

**Add recipients**

Set signing order | View | Bulk send | NEW

**Listing Agent** | NEEDS TO SIGN | CUSTOMIZE

**Name \***  
Melanie

**Email \***  
melanie

**Seller One** | NEEDS TO SIGN | CUSTOMIZE

**Name \***  
Peter

**Email \***  
peter

**Seller Two** | NEEDS TO SIGN | CUSTOMIZE

**Name \***  
Diana

**Email \***  
diana

**Name \***  
Sonya | CC RECEIVES A COPY | CUSTOMIZE

**Email \***  
sonya

**ADD RECIPIENT** | + ADD DELAY

- Next, enter the Email Subject line. Be sure to include the property address so you can easily find it later. Then enter an email message to the recipients describing what they are signing.

Custom email and language for each recipient

**Email Subject \***  
Please DocuSign: 3360 Lee Street SE - Listing Agreement  
Characters remaining: 45

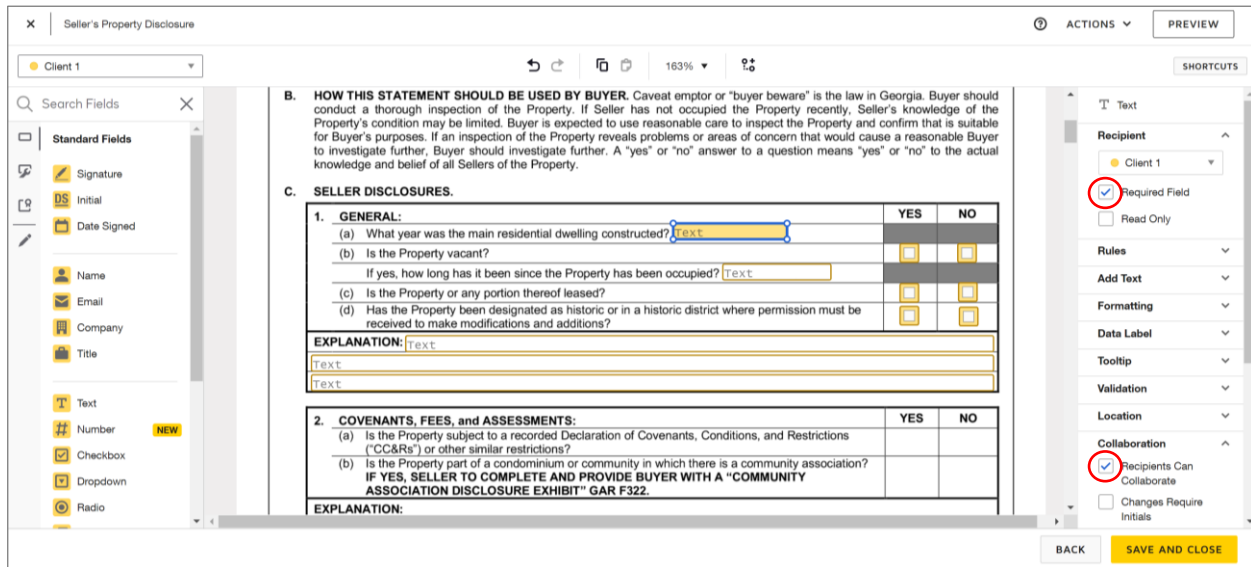
**Email Message**  
This document details the terms of your working relationship with us, and allows us to represent you for the purposes of your home sale. It reviews the specifics of your property listing, such as listing dates, list price, etc, and details our obligations to one another throughout the selling process. Please review and sign. Let us know if you have any questions.  
Characters remaining: 9635

- Below the email message, you will see that you can send automatic reminders to the recipients. You can select the desired frequency from the drop-down menu. If it is grayed out, click the Advanced Options button at the top of the page. In the dialogue box that appears, put a checkmark in the “Send Automatic Reminders” box and enter how often you’d like to send reminders. Then click Save.

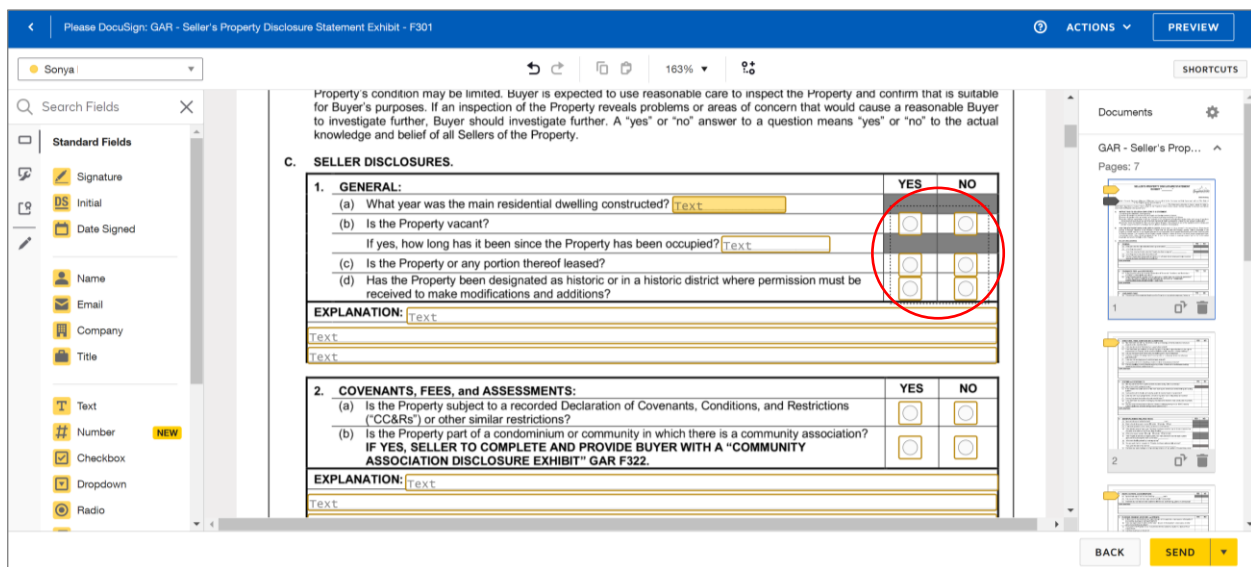
- When you have finished with this page, click Next.

- Next, you will add signature fields to the document. Select the appropriate signer from the drop-down menu in the upper left corner. You will drag and drop signature, initial, text, checkbox, and date fields into their appropriate spots on each form. Scroll down to keep adding fields until all forms are complete.

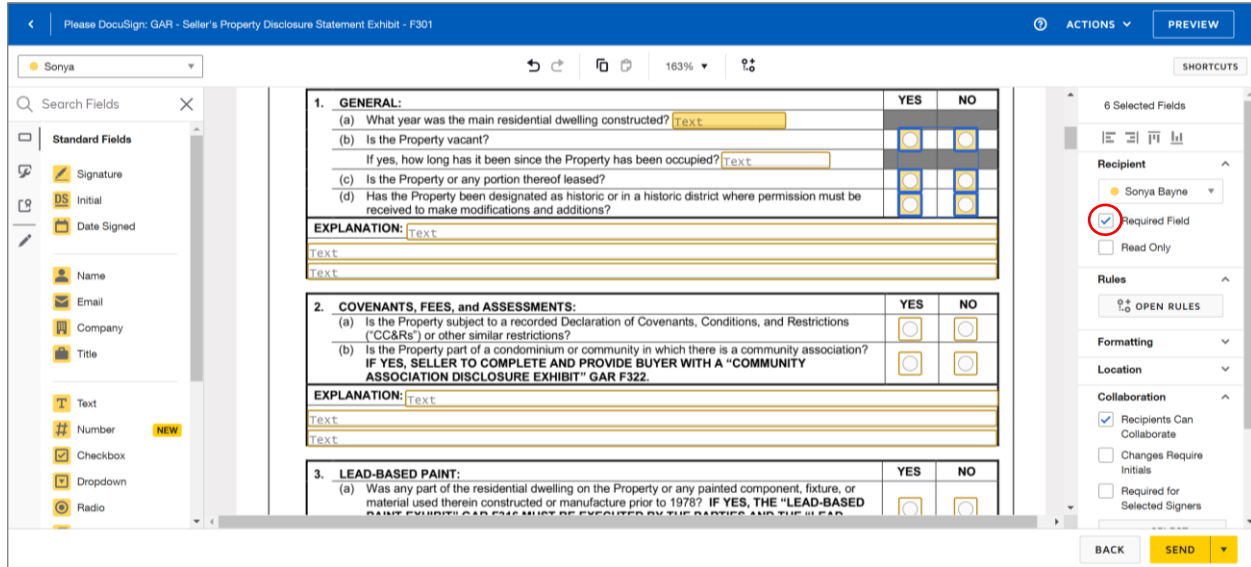
- The Seller’s Property Disclosure, Community Association Disclosure, and Lead-Based Paint Exhibit will have all fields and checkboxes automatically added for you. One thing you will want to do, however, is to allow your sellers to collaborate and to make certain fields required so they cannot be left blank.
- With the text field selected, you can choose if it is a required field or not by checking the “Required Field” box. Required fields will be shaded, and optional fields will be outlined. If you have multiple sellers, you will also check the “Recipients Can Collaborate” box for each field. This will allow each seller to be able to edit the field, regardless of who it was originally assigned to. You can click and drag your mouse to select multiple fields at once, so that you can apply this option to all fields quickly.



- All of the checkbox fields are optional, by default. If you wish to force your seller to answer yes or no, select the checkbox group by clicking and dragging your mouse to create a box around the group (or you may click, then Shift+click to select multiple checkboxes).



- Then select "Required Field." This will force the seller to enter an answer.

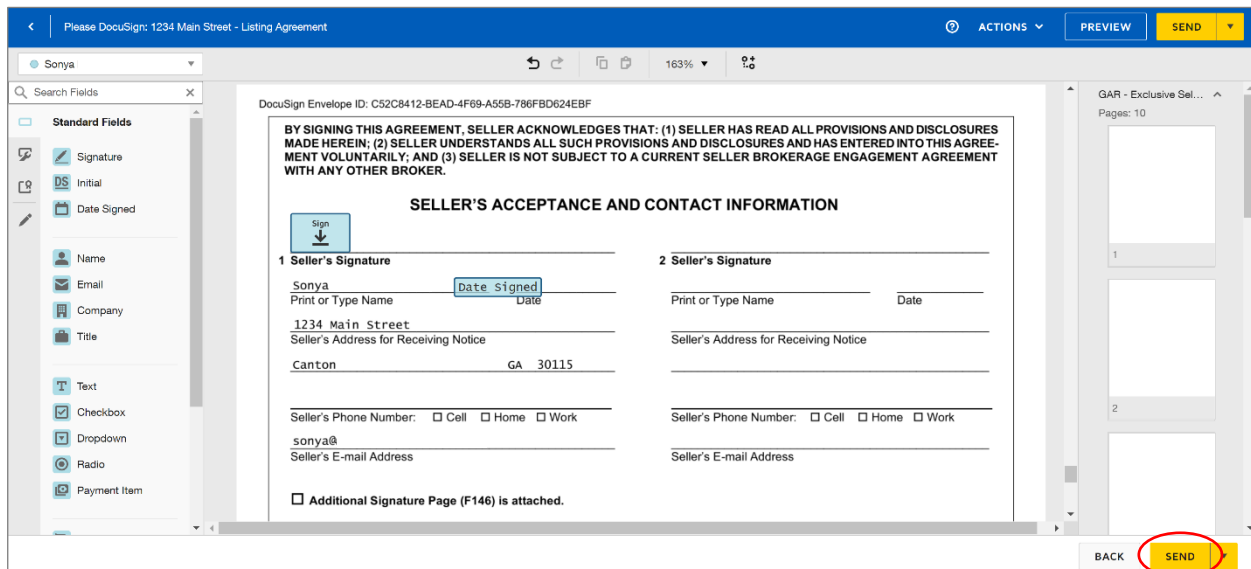


- For additional assistance with editing DocuSign fields, you may review these support articles:

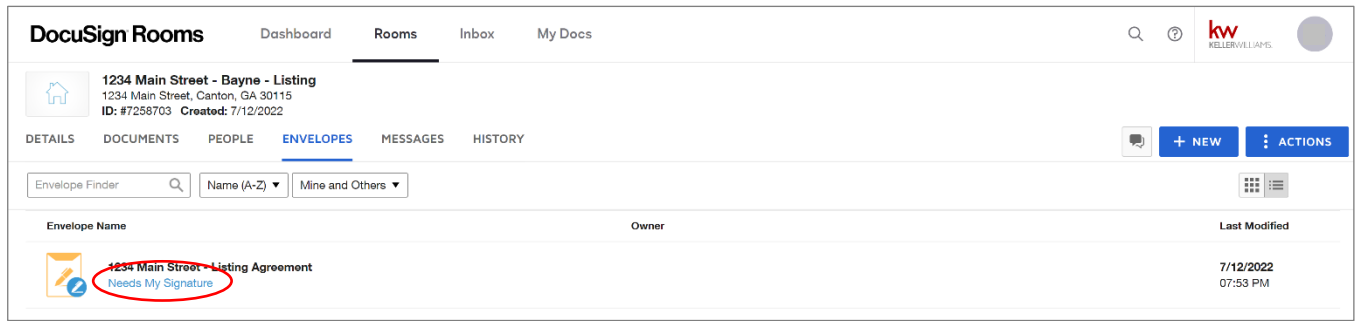
[https://support.docusign.com/s/document-item?language=en\\_US&bundleId=ulp1643236876813&topicId=ezn1578456259592.html&LANG=enus](https://support.docusign.com/s/document-item?language=en_US&bundleId=ulp1643236876813&topicId=ezn1578456259592.html&LANG=enus)

<https://answers.kw.com/hc/en-us/articles/360035195694-Create-and-Send-an-Envelope-in-Docusign-Send-Forms-for-Signatures->

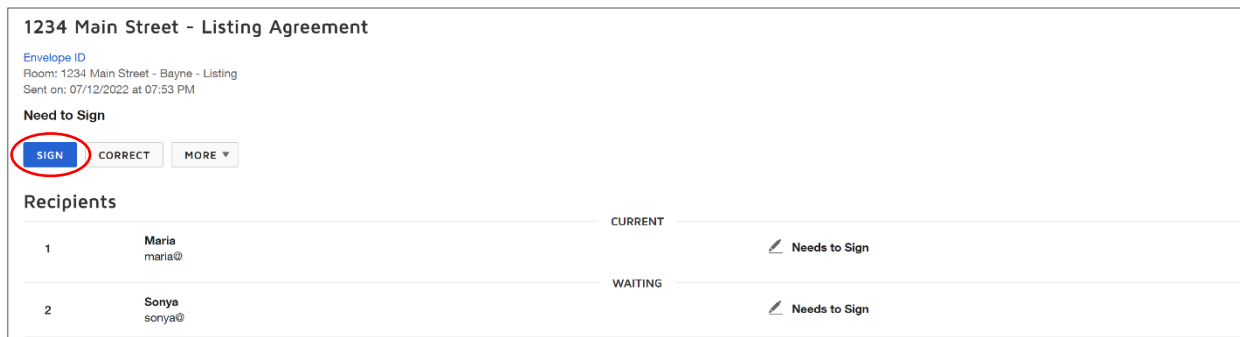
- You may also choose to edit the placement of certain fields, if necessary. They are not always placed in the ideal location by default. When you are done assigning and arranging fields, click Send.



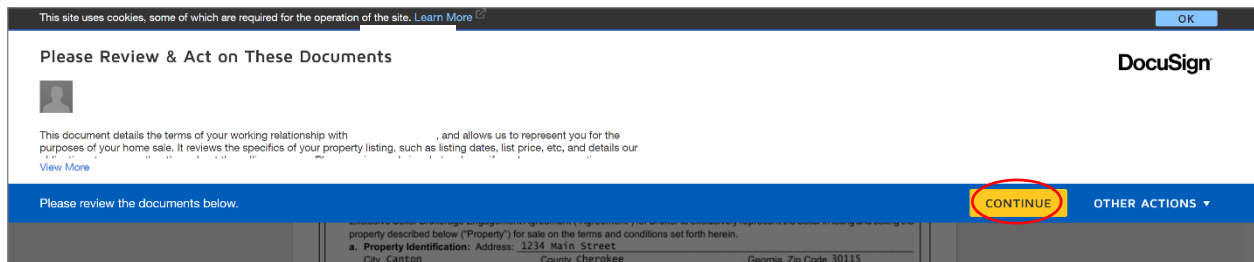
- You will now be able to sign your portion of the Envelope. Go ahead and do so now or the next person in line will not receive it. The document will appear and say "Needs My Signature," so click there.



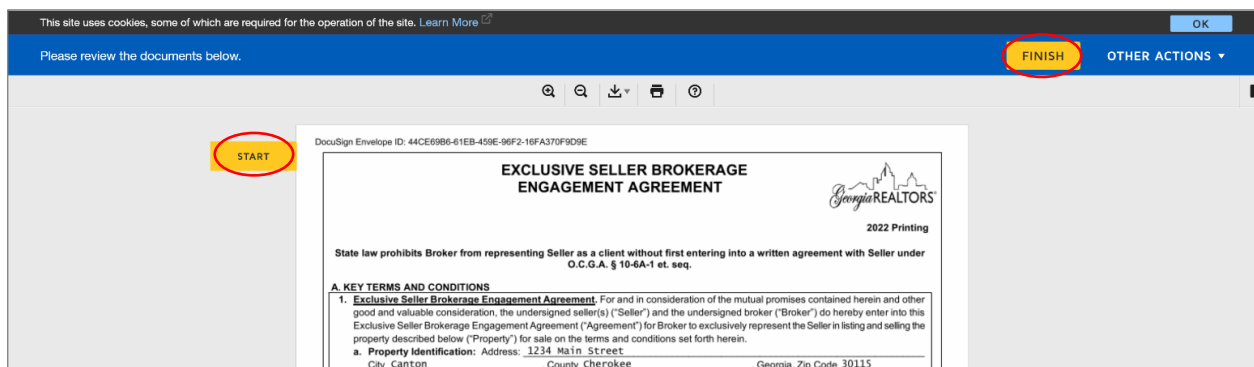
- On the next screen, click Sign.



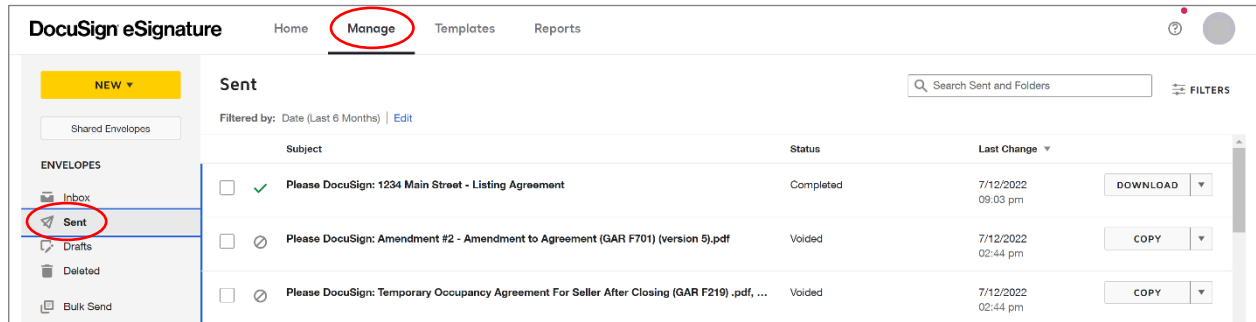
- Click Continue.



- Click Start, then DocuSign will automatically jump to each signing location. Click on each location and your signature or initials will appear. When you're done, click Finish. DocuSign will now route the envelope to the next Recipient.



- If you wish to check on the status of a document, from the DocuSign eSignature page, you can click on Manage, then Sent to see all Envelopes that you have sent out. From there, click on the Envelope you wish to view. You will see a summary of who has viewed or signed their documents and who is still waiting. You can also click on the document to view it in process.



- Once the documents are completed and signed, you will receive a copy in your email and so will each person that signed. Save each one on your computer. Be sure to bind the listing agreement after it has been signed.
- Next, schedule a stager, if necessary, then order the photos for the property. Work with these vendors and your seller to determine appointment times that work for all parties.
- Install a yard sign and a Supra lockbox at the property. Make a note of the lockbox's serial number and CBS code. Also verify the showing hours while you have the lockbox in your hand and reprogram them, if necessary. You cannot update these hours through the website later; it must be done in person.
- After the photographer has taken the photos, they will typically email you a link to download them. Save them to your computer. Rename them to rearrange them, if necessary. Ideally, the photos should be in a logical order, as though you were walking through the home. Front of the house, first level from the front door onward, then second level, then basement, then back of the home. Drone photos and amenity photos are typically shown last.