

Auction Campaign Checklist

PROPERTY ADDRESS: _____

PRIOR TO WEEK 1

- Signed Listing Form
- Entered into MDT
- Marketing Booked
- Documentation Ordered
- Contract Prepared/Sent
- Photos/Auction Booked
- Rental Appraisal
- Script/Text Loaded
- Video Uploaded/Loaded

WEEK 1

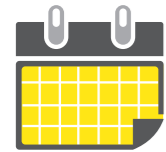
- Marketing Proofs to Owner
- Open Home Times Confirmed
- Vendor Report
- Information Pack
- Canned Responses
- Just Listed DLs
- Finalised Agreement
- Listing Online
- Window Card
- Open Home Box

WEEK 2

- Update Marketing
- Vendor Report

FINAL WEEK

- Update Marketing
- Vendor Report
- Auction Invite DLs
- Final Notice Update
- Auction Reminder Sent
- Auction Box Prepared



Notes
