

## **Seller's Preparations prior to placing a Listing**

**Basic Package: All Items**

**Gold Package: All Items**

**Premium package: Items 1-4**

*Please go online to place your listing only after you have completed and have ready the following:*

- 1- Write remarks about your open house ( if you are planning to have one) not to exceed 200 characters
- 2- Measure 8 rooms of your choice and record each room's measurements and the type of flooring it have.
- 3- Obtain the following information:
  - a) Total square feet of home ( If you are going to include basement finish square feet into the total square feet, please indicate that in your remarks section)
  - b) Annual Property Taxes
  - c) 1<sup>st</sup> level square feet
  - d) 2<sup>nd</sup> level sq feet
  - e) Basement level square feet
  - f) Lot size or acreage size
  - g) Average Electric for the previous year. ( You Can Obtain this from the electric company)
  - h) Average Gas For the previous year. ( You Can Obtain this from the Gas company)
  - i) Average Water for the previous year. ( You Can Obtain this from the electric company)
  - j) Average Oil if any for the previous year. ( You Can Obtain this from the oil company)
- 4- Write remarks about your property not to exceed 320 characters
- 5- Take a maximum of 16 or less photos of your choice and make short 2-3 words remarks about each photo indicating which room is the photo ie Kitchen, Living room and so on.  
Or instead if it was an exterior shot you can write "All Stucco", " Brick Construction", "Golf View" and so on.

Please keep this in mind uploaded photos can not exceed 320x240 pixels in jpg, jpeg, or GIF formats only. Gif format is the best to use for faster loading of the page.

If you need a tool to resize your photos, you can download one at:

<http://www.tucows.com/preview/194967>

If you have any question regarding the above you can write to " [staff@mlsbydesign.com](mailto:staff@mlsbydesign.com) "

Once you Enter the data and upload your images and while you are logged in on the site go to sellers documents from the left hand side of any page and download sellers packet in pdf format. Print it and fill in all the appropriate fields sign with your spouse if on the title, and fax to MLS By Design at 913-897-0000 or email to [Staff@mlsbydesign.com](mailto:Staff@mlsbydesign.com)

After receiving all completed and signed documents, your listing will appear on MLSByDesign.com and within 24-hours will appear on the Local MLS and subsequently on Realtor.com.

Thank you for your cooperation.

