



From the Broker's Desk Nancy C. Rowe



The general public has limited knowledge of the services provided or the hours "behind the scene" that a Realtor commits to a transaction. Let's look at the listing side of a transaction in this article and itemize some of the tasks required of the Realtor in marketing a property for sale.

1. Schedule the appointment and call to confirm before arriving. Set up a file
2. Research subject property from prior MLS listings, County tax records, deed to verify owner of record, verify applicable schools, survey or tax map to identify any encroachments and the restrictions or zoning to be sure subject property meets conforming use
3. Research all active listings and sold listings within last twelve months and select those that best match the subject in floor plan, age, amenities, square footage and proximity to subject
4. Prepare a Market Analysis of your research for the listing presentation
5. Prepare a Marketing Plan for the listing presentation and generate listing documents
6. Attend the listing appointment and review Agency/Realtor's credentials, discuss market conditions/days on market, present the market analysis and market plan, make repair/staging suggestions, review all listing documents before obtaining Seller signature
7. To list, Realtor will measure every room, make notes of special features and take lots of pictures
8. Back at office, Realtor will send a thank you note to Seller for listing, transfer notes onto a listing input sheet, scan and save all supporting documents, upload all pictures and resize and label as needed. Realtor may input to MLS or turn over to an office secretary for uploading
9. Realtor will upload information to personal website and other

websites that Realtor subscribes to

10. Realtor will prepare the printed advertising materials and take sign, lockbox, sign-in sheet and handouts to subject property and install

11. During the listing period, Realtor will check frequently on the status of handouts, follow-up on showings and report to the Seller, host open houses, generate newspaper/specialty ads, generate new handouts when listing price changes and input change at MLS and all websites and some Realtors provide their Seller with a periodic undated Market Analysis or Marketing Report

12. Once an offer is received, Realtor will thoroughly review the offer, prepare a net sheet for Seller to review, discuss the pros/cons of offer and counter options with the Seller, prepare counter offer, if applicable, forward signed documents to co-op agent, continue process until a mutual agreement is reached. Make sure all parties have signed copies. Deposit trust money funds per terms of sale contract. Post as pending in MLS and all pertinent websites.

13. Notify Seller when appointments are set for home inspection, termite inspection and appraisal with follow up information forwarded to Seller as received

14. Generate new documents resulting from repair issues or underwriting requests and update Seller on loan process frequently

15. When closing is scheduled, verify with Seller that the time and place are acceptable, review the closing statement for accuracy, follow up on any questions that Seller might have, prepare the agency closing documents, order the trust money check to take to closing, order a home warranty, if applicable

16. Prior to closing and after the final inspection, the Realtor will go to the subject property and collect all the advertising materials and keys

17. Realtor will attend the closing with the Seller, process the closed file or return files to listing office for secretarial processing and send a personal thank you or gift to the Seller.

Only upon closing does the Realtor get paid and then only a percentage of the commission as the listing agency retains a percentage for operating costs.

So Fresh and So Clean:

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How to Store Cut Vegetables- Part 3

Peppers - Store cut peppers in plastic wrap or in a plastic bag for up to 2 days in the refrigerator. To keep them from getting slimy, wrap in a sheet of paper towel. To freeze, place the slices of pepper in a single layer on a plate or cookie sheet, and freeze until crisp. Transfer to a freezer bag, and store for up to 6 to 8 months.

Potatoes - Store cut potatoes in water for up to 1 day, loosely covered in the refrigerator. To freeze, blanch cut potatoes, drain thoroughly, and store in freezer bags for up to a year.

Watermelon Strawberry Cooler © TheKitchn.com

- 4 c cubed watermelon
- 1 c hulled strawberries
- 1/2 peeled lime (or juice from 1/2 lime)
- 2 tsp chia seeds (optional for texture)
- 6 mint leaves, plus more for garnish
- Ice (optional)



If using juicer: Juice the watermelon, strawberries, and lime according to juicer's instructions. Discard the pulp. If using blender or food processor: Blend the watermelon, strawberries, and lime until smooth. Strain through a sieve, pushing the juice through with a spatula. Discard the solids. Mix the chia seeds into the juice and refrigerate for about 15 minutes to let the chia seeds swell. Muddle 3 mint leaves in the bottom of each glass. Fill glasses with ice (optional). Stir the juice to break up the chia seeds, pour into glasses, and serve. Makes 2 approx. 8-oz drinks.

Radishes - Fresh cut radishes can be kept in plastic bags in the refrigerator, but to prevent them from drying out, either wrap them in moist paper towels or store in cold water. Loosely cover the water to ensure no debris gets into the water, but don't use an airtight container. Radishes do not freeze well, cut or uncut.



Rhubarb - Yep, it's a vegetable, and since it has a rather short season, it's very helpful to freeze rhubarb so that you can use it for delicious homemade pies all year long. Store cut rhubarb wrapped in plastic or in a container that breathes slightly in the refrigerator for up to 5 days. To freeze, place the slices of rhubarb in a single layer on a plate or cookie sheet, and freeze until crisp. Transfer to freezer bags or airtight containers, and store for up to 6 to 8 months

Squash - Store cut squash tightly wrapped in plastic in the refrigerator for up to 3 days. Keep in mind that squash readily absorbs the flavor and scent of other items around it, so keep it away from strong-smelling leftovers or foods. It is suggested that you cook squash pieces before freezing them. Cook or bake until softened, let cool completely, and place in freezer bags or airtight containers. The cooked cut squash will keep for up to 6 to 8 months.

Turnips - Wrap cut turnips tightly in plastic and place in the refrigerator for 2 to 4 days. To keep slices from browning, mist lightly with lemon juice. To freeze, blanch cut turnips, drain thoroughly, and store in freezer bags for up to a year.

Zucchini - To freeze, blanch cut zucchini, drain thoroughly, and store in freezer bags for up to a year. It is suggested you cut off the seeded portion before blanching and freezing.



America will never be destroyed from the outside. If we falter and lose our freedoms, it will be because we destroyed ourselves. ~ Abraham Lincoln

