



# May 2023

## Listing Plan

| Sunday                       | Monday                                      | Tuesday                                  | Wednesday                                   | Thursday                        | Friday                       | Saturday |
|------------------------------|---|--|---|---------------------------------|------------------------------|----------|
|                              | 1<br>Inspections: Home, Termite, Roof Sewer | 2<br>Stage Walk-Through                  | 3<br>Estimates: Paint, Flooring, Lanscaping | 4<br>Review Reports/Disclosures | 5<br>Quotes: General Repairs | 6        |
| 7                            | 8<br>Work: General Repairs                  | 9<br>Work: General Repairs               | 10<br>Work: Painting                        | 11<br>Work: Painting            | 12<br>Work: Painting         | 13       |
| 14                           | 15<br>Work: Flooring                        | 16<br>Work: Hauling<br>Work: Landscaping | 17<br>Cleaning                              | 18<br>Staging                   | 19<br>Photos                 | 20       |
| 21                           | 22<br>On-Market                             | 23                                       | 24  | 25                              | 26                           | 27       |
| 28<br>1 PM - 4 PM Open House | 29  | 30<br>Offers Due                         | 31  |                                 |                              |          |

### Sample Listing Plan: 123 Main St., Walnut Creek

05/01 Inspection: Sewer @ 9 AM, Pipecam, cost \$XXX. An email will be sent with payment information.

05/01 Inspection: Termite @ 9 AM, Brothers Inspections, estimated cost \$XXX, payment information will be provided with the report via email.

05/01 Inspection: Home @ 1 PM, Lenhart Home Services, estimated cost \$XXX, payment information will be provided with the report via email.

05/01 Inspection: Roof @ no specific time, Homeguard, cost \$XXX. Please call (800) 301-7378 to make payment.

05/02 Stage Walkthrough @ arriving between 9-10 AM, Magnolia Home Stagers

05/03 Estimate: Carpet & LVP Replacement arriving between 10 AM-12 PM, Pacific Coast Carpet

05/03 Estimate: Paint @ 12 PM, Rosendo Acosta

05/03 Estimate: Landscape @ 12 PM, Oscar Solis

05/04 Review Reports/Disclosures @ 2:30 PM, 201 N. Civic Dr #130, Walnut Creek

05/05 Estimate: General Repairs @ 9 AM, Samson Tam

05/08-09 Work: General Repairs, Samson Tam

05/10-12 Work: Painting, Rosendo Acosta

05/15 Work: Flooring replacement, Pacific Coast Carpet

05/16 Work: Hauling/Junk clean-up, Cornerstone

05/16 Work: Landscaping, Oscar Solis

05/17 Work: House Cleaning, Celia Pacheco

05/18 Stage arriving between 10 AM - 12 PM

05/19 Photo prep walk-through @ 11 AM, Julia Vandenberg

05/19 Photos @ 1 PM, Spotlight (Meg)

**05/22 On Market**

05/28 Open House 1 PM - 4 PM