RISING 360
MEDIA

POWER HOUR PIPELINE CHECKLIST

- [ ] Gather all active files
- [ ] Review each file for outstanding tasks
- [ ] Contact lenders- Is everything on track?
- [ ] Contact title company- Do you need anything?
- [ ] Contact inspectors/vendors- Missing invoices?
- [ ] Check Contingencies- Do you need an addendum?
- [ ] Check for other expiration dates in contracts
- [ ] Add important dates to the calendar
- [ ] Send any required disclosures out
- [ ] Clean out all email for the week
- [ ] Clean desk
- [ ] Turn in all missing paperwork
- [ ] Look at the week ahead- What's Next?
- [ ] Send note cards
- [ ] Arrange closing/thank gifts
- [ ] Review showing feedback
- [ ] Call for showing feedback (If not received)
- [ ] Ask for Client Reviews on closed files
- [ ] Check for inventory updates around your listings.
- [ ] Check MLS Status updates
- [ ] Do any listings need special marketing?
- [ ] File receipts, log miles, and business expenses
- [ ] Check Vacant Properties (For damage/cleanliness)
- [ ] Contact your clients with meaningful updates

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