

# REALedger™ – Listings/Showings

Real Estate Accounting Ledger



## Your Complete Real Estate Accounting Solution

**Listings**, together with the **Sales** module, provide complete tracking of transactions from start to finish. Your MLS listings can be imported into REALedger **Listings**, and converted to pending sales when contracts are ratified, thus eliminating repetitive data entry. Keep track of both inside and outside Agents as well as pertinent property information.

**Showing** appointments for appraisals, inspections, interested buyers, etc... can be easily managed by front office staff and confirming emails sent.

### REALedger Listings will help you:

- ◆ Schedule and manage showing appointments
- ◆ Track contacts – sellers, outside agents, appraisers, etc.
- ◆ Manage active and expired listings
- ◆ Track agent activity
- ◆ Track office inventory
- ◆ Expire listings
- ◆ Convert listings to pending sales
- ◆ Facilitate franchise/corporate reporting
- ◆ Reduce data entry by importing your inventory

1. Find 2. Add 3. Save 4. Undo 5. Copy 6. Delete 0. Close

Details Showing

Select an Existing Seller

Owner Name: Harris, Peter Status: A Listing ID: 116

Send owner e-mail on showings  Enter/Modify Owner Info Convert Listing to Sale

File Number: 35838 MLS Number: 96072871 Property Type: MU

Office ID: AA Project ID: Bed Rooms: 3

Original List Price: 479,500.00 Current List: 485,000.00 Bath Rooms: 2

Street Number: 901 Street Name: 5TH N. #214 Age: 6

City: SEATTLE State: WA Zip: 98109 Style: 32

District: FIRESIDE Map: 564 Grid: H3 Area: 700 Approx Sq. Ft.: 1875

Phone To Show: (360) 998-9888 Owner Phone: (360) 889-8999 Approx Acre: 0

Agents: Listing: James Q. 50.00% Outside Selling Agents: Clark, Anne 50.00% 0.00%

Selling Office Commission Rate: First 3.50% Second 0.00% Premier Home

Total Gross Commission Rate: 3.50% 0.00% Marketing Fee Paid:

Date Entered: List Date: 08/28/2007 Expire Date: 11/30/2007

Off Market Date: Estimated Closing: Sale Price: 0.00 Date Sold:

Converted to Sale: Actual Close: Terms:

Sample Listing Screen

1. Find 2. Add 3. Save 4. Undo 5. Copy 6. Delete 0. Close

Details Showing

Full Address: 901 5TH N. #214, SEATTLE, WA 98109 Show Map

First Listing Agent: Listing, James Q.

Showing Instructions: Big dog in utility room! Other Comments: Beautiful view

Lock Box Instructions: Located on water pipe to right of garage Directions: Stay right at the fork in the road

Showings: Add Delete

Date	Start	End
09/02/2007	01:30 PM	02:30 PM

Showings Detail:

Showing Date: 09/02/2007 Source: Selling Agent Send Email

Showing Start: 1:30 PM Purpose: Showing

Showing End: 2:30 PM Status: Confirmed

Feedback:

Contacts: Add Inside Agent Add Outside Contact Delete

Listing, James Q. jlisting@realledger.com (206) 654-8982  
 Clark, Anne aclark@realledger.com (206) 654-9878  
 Chevez, Lorena lorenchevez@hotmail.com Parker Realty

Comment for:

Sample Showing Appointment

### Listings related reports include:

- Listings, by Agent/Office/District/Street
- All Data for a Single Listing
- Commission Statistics, by Property Type
- Weekly Listings
- Listing Audit
- Incorporate Franchise/Corporate Reports
- And many more...



Your Complete Real Estate Accounting Solution

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