



1156 Bowman Rd Mount Pleasant, South Carolina 29464  
(843) 568-3427 | info@FerrerCREA.com

**OFF MARKET CHECKLIST: LEASED/SOLD/EXPIRED/WITHDRAWN**

**CLIENT:** \_\_\_\_\_

**PROPERTY:** \_\_\_\_\_

**TMS:** \_\_\_\_\_

**BROKER**

**Initial & Date**

- Agents involved/Commission split \_\_\_\_\_
- Send scanned copy of PSA/lease to EA \_\_\_\_\_
- Write thank you notes to tenant/buyer \_\_\_\_\_

**EA LIST**

**Initial & Date**

- Remove from MLS, Costar, Loopnet, FerrerCREA \_\_\_\_\_
- Order sign to be removed or moved \_\_\_\_\_
- Track sign on signage tracking sheet \_\_\_\_\_
- Remove from Charleston County, LocateSC, Port Authority where valid \_\_\_\_\_
- Update/remove brochure \_\_\_\_\_
- Process invoice, send to agent for approval \_\_\_\_\_
- Move on Quickbooks accounts receivable & listed transactions, when applicable \_\_\_\_\_
- Add to lease tracking sheet \_\_\_\_\_
- Mark on calendar w/ lease expiration, options, etc 90 day notice, when applicable \_\_\_\_\_
- Remove from cheat sheet \_\_\_\_\_
- Submit press release to LowcountrySCBiz.com \_\_\_\_\_
- Submit press release to Twitter \_\_\_\_\_
- Submit press release to blast email list \_\_\_\_\_
- Postcard for big building \_\_\_\_\_
- Over \$1M: Send gift \_\_\_\_\_
- Log new owner/tenant info into Outlook contacts \_\_\_\_\_