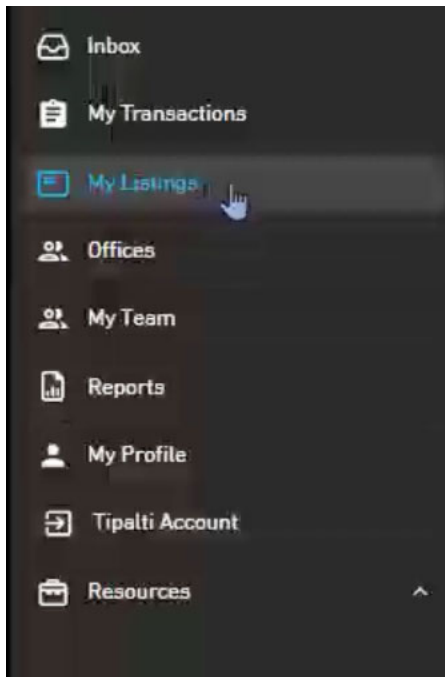


How to Create a Listing

Congrats on your listing! Here's how to enter it into [reZEN](#), manage key steps, and put it under contract.

Create a listing:

1. Login to [reZEN](#). On the left side of the app, click "my listings" on the sidebar. Then, click "create a listing" in the top right corner.



2. The system will take you through a step-by-step process to create a listing.

A couple of notes:

- If this is an **exclusive** listing, you can write "exclusive" under the MLS#
- Listing Owner:
 - If you are a solo agent, this will be your name
 - If you are an admin, transaction coordinator, or team lead, you can choose the agent who owns the transaction.

3. Once you are finished with all the steps, review the listing information and click "Create Listing"

Review listing information

1	Address: 16 Governor Drive Southwest, Southwest Calgary, Calgary, Alberta T3E 4Y7 Canada	MLS Number: exclusive	Edit
2	Deal Type: Sale	List Price: \$2,500,000.00	Edit
	Sales Commission Percentage: 0 %	Sales Gross Commission (CAD): \$0.00	
	Listing Commission Percentage: 0 %	Listing Gross Commission (CAD): \$0.00	
	Listing Date: 2022-08-22	Expiration Date: 2022-12-30	
3	Seller: John Seller		Edit
4	Agent (listing owner): Alberta Agent	Representation Type: Seller	Edit

4. **Voila! You are done.** The system will automatically create a listing.

How to manage your listing:

You can click on **Road to Success** to see the steps to finalize your listing.

The screenshot shows a navigation bar with five tabs: "Road To Success", "Checklist", "Listing Details", "Comments", and "Activity". The "Road To Success" tab is selected and highlighted in light blue. Below the navigation bar is a vertical checklist with three items, each with a circular progress indicator and a status label:

- Listing Created**
Not Started by Alberta Agent
- Documents Uploaded**
Not Started by Alberta Agent
- Broker Approved**
Not Started by Tondafegig Fritsch

Click on **checklist** to see all the items to complete.

#	Item Name	Assigned To	Type	Status	Urgent	Due Date	Documents	Comments
1.	Listing Contract	AA Alberta Agent	Required	Not Started		09/02/2022	0 Docs Upload	
2.	Consumer Relationships Guide	AA Alberta Agent	Required	Not Started		09/02/2022	0 Docs Upload	
3.	Dower Consent & Acknowledgement	AA Alberta Agent	Required	Not Started		09/02/2022	0 Docs Upload	
4.	Defect Disclosure Instruction Schedule	AA Alberta Agent	Required	Not Started		09/02/2022	0 Docs Upload	
5.	Schedule (Condo, Tenancy, Property)	AA Alberta Agent	Required	Not Started		09/02/2022	0 Docs Upload	
6.	Contract For Posting Without Representation	AA Alberta Agent	Optional	Not Started		09/02/2022	0 Docs Upload	
7.	Seller Customer Acknowledgement & Fee Agreement	AA Alberta Agent	Optional	Not Started		09/02/2022	0 Docs Upload	
8.	Customer Acknowledgement	AA Alberta Agent	Required	Not Started		09/02/2022	0 Docs Upload	
9.	CREB Drug Manufacture Cannabis Cultivation	AA Alberta Agent	Required	Not Started		09/02/2022	0 Docs Upload	
10.	CREB Illegal Drug Manufacture/Marijuana Grow Op	AA Alberta Agent	Optional	Not Started		09/02/2022	0 Docs Upload	

When you upload an item, the listing will turn from "Not Started" to "Pending"

Put a listing under contract:

1. Once you have a buyer, you can click "Mark as In Contract" on the left side of the listing.

16 Governor Drive Southwest, Southwest Calgary #999, Calgary, AB, T3E 4Y7
\$2,500,000.00 CAD

Listing Code: R3K-80P-LMH-UID [Copy](#) Real Broker CA-AB Office [sample] [Single Check](#)

Deal Type: Sale
Commission: 0.00% | \$0.00 CAD

[Edit Listing](#) [Mark as In Contract](#)

2. The system will walk you through a series of questions to take the listing under contract.

3. When you are finished, don't forget to review and click "Create Transaction"

Voila! You created a transaction. Now, you will see an updated **Road to Success** and **Checklist** for your listing.

- Note: the system automatically appends the listing information to the transaction.