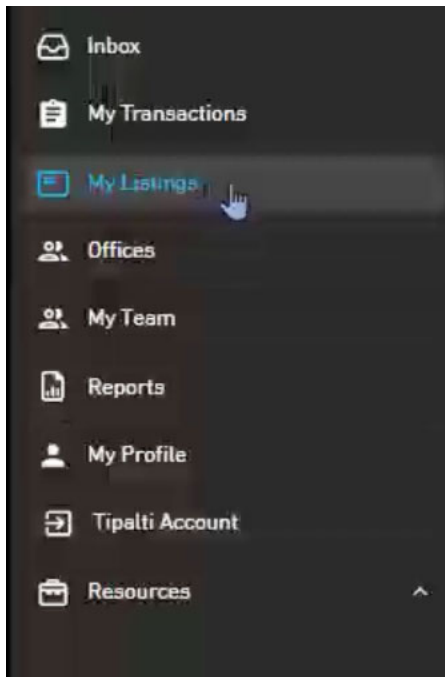# How to Create a Listing

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.

Road To Success	Checklist	Listing Details	Comments	Activity

Listing Created
Not Started by Alberta Agent

Documents Uploaded
Not Started by Alberta Agent

Broker Approved
Not Started by Tondafegig Fritsch

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

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.

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.

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