



## Pro Transaction Services – Client Information Sheet

### New listing with MLS & KWLS input:

1. Complete the New Listing Entry Form
  - Link to New Listing Entry Form  
<https://forms.gle/MvRHp3piQUGhq6iL6>
2. Create new loop in Dotloop
  - **Have client sign Designated Agency form naming Pro Transaction Services as Designated Agent**
  - Add TC to loop as a “team member”
  - Upload signed listing docs to loop or email docs to TC
  - Provide TC with images to be used
3. Download the appropriate MLSPIN form, complete it, scan & email to TC (Users have used apps such as Genius Scan & Cam Scanner)
4. Review & Submit MLS listings when notified by TC that the listing input has been completed

### New Pending Transaction (Buyer or Seller)

1. Upload fully executed contract to Dotloop
2. Complete the New Pending Transaction Form
  - Link to New Pending Transaction Form  
<https://forms.gle/3EH26Zs76YzL3Xkx7>

### MLS & KWLS Price Changes / Open Houses / Broker Open Houses

1. Directly contact your TC via phone, text or email to request any price changes to be made, or open house dates to be added to MLS & KWLS. Price changes will require a signed MLS Price Change Form prior to changes being made

**Forms needed, MLS files, and TC contact info can be found at**

[www.TheProsRealEstateTeam.com/tcPortal](http://www.TheProsRealEstateTeam.com/tcPortal)

