

# PART 1 – NEW LISTING PROCESS – DOTLOOP

- Fill and complete required and applicable forms within DotLoop  
*Your Team Leader or Dave will need to approve the listing agreement terms.  
We highly recommend having them review and sign the agreement prior to having your seller(s) sign.*
- Share the loop with your seller(s) so they can sign and add any additional details  
*Paper signed documents can be scanned and uploaded into DotLoop to create a loop*
- Once everything has been signed, be sure to review all docs to ensure nothing is missing (especially on property info sheet)
- Sign all documents yourself

## REQUIRED DOCUMENTS

- TRS Listing Agreement
- IABS
- TRS Property Information Sheet
- Seller's Advertising Authorization
- TREC Seller's Disclosure Notice\*  
\*not required on raw land

For questions about DotLoop contact

**Myrna Hernandez**

210.262.2671

[mhernandez@texasranchsalesllc.com](mailto:mhernandez@texasranchsalesllc.com)

# PART 2 – NEW LISTING PROCESS – TEAM PORTAL

- Submit a **New Listing Marketing Request** on the [trsteamportal.com](http://trsteamportal.com)  
*Listing Management > New Listing Marketing Request*

- Email the Mapright KML to [marketing@texasranchsalesllc.com](mailto:marketing@texasranchsalesllc.com)  
*Instructions for this can be found on the portal under Help > Mapright > Sharing a KML*

Once we receive your submission marketing will review your documents and forms. Once your listing has been approved you will receive an email with the photographer CC'd.

- If your listing is not accepted you will receive an email with everything that needs to be corrected. Please correct quickly!

- Please be sure to submit all important information at this point.
- If you forget to include information in the submission you may send it in an email to [marketing@texasranchsalesllc.com](mailto:marketing@texasranchsalesllc.com)
- Failure to include all vital information will result in a delay on your listing being photographed and/or going live.
- You may send a rough write-up or bulleted list - anything that will help us create a more complete profile on your listing.

# PART 3 – NEW LISTING PROCESS – PHOTOGRAPHY

- Once your listing is approved you will receive an email with the photographer CC'd, and you will be able to work out a date/time for photography.
- PLEASE MAKE SURE THE PROPERTY IS READY FOR PHOTOGRAPHY!!!!!!  
*See the photo-ready checklist [HERE](#)*
- Meet the photographer at your listing, give them a brief tour of the property, pointing out the main highlights, then let them get to work.  
*After you give the photographer an overview you may need to keep your seller out of the way so the photographer can capture the property in a timely manner - undistracted.*
- Turn around for photography *typically* takes 5 business days, however during busy season (spring & early summer) turn around can take up to a week.
- Once marketing receives the photos can take up to 2-5 business days for your listing to go live. (again, busy season can result in a slower turn-around.)

## IF YOU'RE TAKING YOUR OWN PHOTOS

- Minimum of 20 images
- Horizontal orientation
- Do not send reduced the size of the images - this means you will either have to send them through a Google Drive, Dropbox or email them 1-2 at a time.

[CLICK HERE](#) to see the full photography requirements list

## PART 4 – NEW LISTING PROCESS – GOING LIVE

- Once your listing goes live you will have 24 hours to submit any updates or changes before the print brochure is ordered and shipped to your address on file.
- At this point, your listing will be added to any 3rd party websites (Lands of Texas, Farm & Ranch, etc).
- Major changes to the profile may take 1-3 business days to complete.
- Some changes may require an amendment to the listing agreement (ie. price changes, acreage, etc.)

- Please let us know if you do not receive your print brochures within 5 days of your listing going live.

# PART 5 – NEW LISTING PROCESS – EMAILS & SOCIAL MEDIA

- BE PREPARED FOR INQUIRIES!
- Within the next week or two your listing will be featured across our social media pages and emailed out to our 20,000 email subscribers.
- If for any reason you will not be in a position to answer inquiries please let us know so we can postpone the blasts OR if you want us to send inquiries to one of your TRS colleagues.

- Analytics reports will be available on your TRS Team Portal Dashboard within 24 hours of your listing going live
- We recommend that you send your clients a link or pdf copy of the analytics approximately 30 days after the listing goes live
- At this point you can also give your clients a report on any showings you have had, and feedback from potential buyers.