



How to Send in Listings

When sending in your listing to be entered into My State MLS, please follow these steps:

1. Please make sure you have all the necessary forms completed and signed by all parties. This includes the Listing Agreement, Inventory List, Power of Attorney for each title, copy of ORIGINAL titles/ Registrations, copy of Sellers Drivers License, and any Lien Holder Documents.
2. Send in up to 25 pictures of the home. Please do not have any USA signage, people, TVs on, or animals present in the photos. The home should be presentable. Check your pictures before sending them in and eliminate any photos that are blurry or do not meet the guidelines.
3. Complete your Listing Description sheet completely and finalize your Listing Headline and Description.
4. Email your documents and pictures to casey@usasellsmobilehomes.com and cc tony@usasellsmobilehomes.com and gary@usasellsmobilehomes.com. We will take a look at the listing and reach out with any questions or concerns. Please allow Casey 48 hours to get your listing into the MLS. Listings that are incomplete will be returned to the agent with corrections and missing items.
5. Once your listing has been entered into the MLS, you will get an email from our team with the Listing ID for MyStateMLS. It will then be the agents responsibility to go look at the listing and make sure everything is in correctly. If the agent sees any errors, they should email Casey and cc Tony and Gary as soon as possible.
6. The listings will then syndicate to websites such as Zillow, Realtor.com, Trulia, etc. It will also be visible on our company website.
7. If there are any addendum's, updates, or changes to the listing after it has been entered, please send in an email request to Casey and cc Tony along with any additional documentation. Please allow up to 48 hours for those changes to be made.
8. Remember, we are all on the same TEAM! We want each and every one of you to be successful. Please be patient with our team as we navigate through this first year in business. We are always here to help.

**WE SINK OR SWIM
TOGETHER
DO THE RIGHT THING
THE RIGHT WAY
WORK HARD
HAVE FUN
BE RESPECTFUL
COMMUNICATE
WE ARE A
TEAM**