

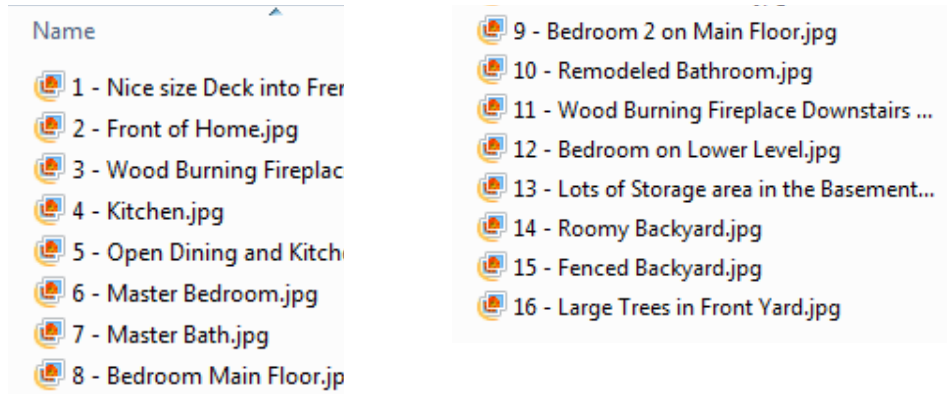
# Agent SkySlope New Listing & Changes Procedures

## For new listings:

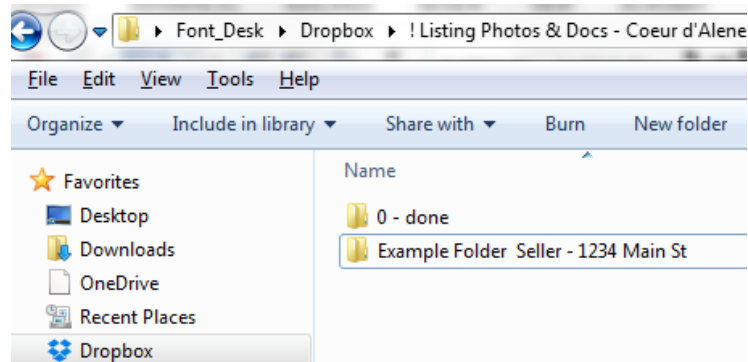
1. Email your Crest/Marketing form to [tsir@skyslope.com](mailto:tsir@skyslope.com)
2. Copy your **high resolution photos** (at least 1800x1200) & listing documents into your Dropbox Folder

### a. **Photos MUST be numbered and labeled to enter your listing!**

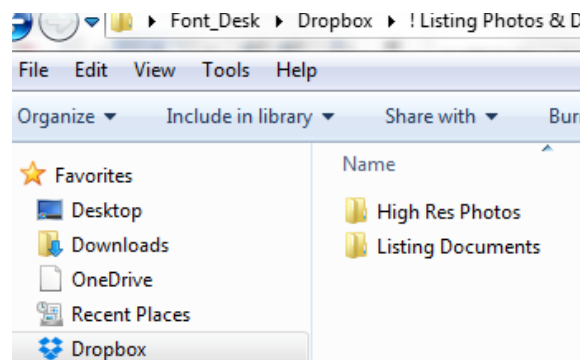
#### i. Example:



### b. Dropbox Folder Example:



\*\*Double Click Folder to see this:



3. Your listing will then be viewed by Traffic Control to see if all documents are complete and photos are ready to load the listing
4. If Documents are missing, you will receive an email that states what you are missing and your listing will be then sit until you have turned in those complete docs/photos.

5. If your listing is complete, Traffic Control will start your listing in SkySlope and will assign your listing to staff to process. This staff member will email you and let you know that they are working on their listing and what the SkySlope listing email address.
6. The staff member that is working on your listing will log all the completed tasks as they work, this log is available in the Listing area under the Log tab.
7. They will also email this log when they are done with your listing

**For listing changes:**

1. Email your change form to [tsir@skyslope.com](mailto:tsir@skyslope.com)
2. Your change will then be viewed by Traffic Control to see if all documents is signed by all parties
3. If any signatures are missing, you will receive an email that states what you are missing and your listing will be then sit until you have turned in those complete docs/photos.
4. If the change form is complete, Traffic Control will assign your listing to staff to process.
5. The staff member that is working on your listing will log all the completed tasks as they work, this log is available in the Listing area under the Log tab.
6. They will also email this log when they are done with your listing