

Price Change Checklist

Property: _____ Suburb: _____

Price Changed To: _____ Listing Agent: _____

Date of Change: ____/____/____ Price Change Received From: _____

MARKETING/RECEPTION

Save Price Change Confirmation from Vendor in Dropbox.

Sales > Current Listings > Property Folder > Marketing

Update Price in LockedOn.

Properties Icon > Search and Select Property > Lifecycle Tab > Listing Tab > Pricing Guides > Change Price Range and Sorting Price = (minimum price) > Update Listing.

Update Vendor Report in LockedOn.

Activity Tab > Actions > Add Vendor Report > Enter Date > Enter Activity Summary > Add Vendor Report

Create New SOI in CoreLogic.

Search Address > Change Price Single/Price Range > Change 3 Comparable Properties > Export and Download > Save in Dropbox > Upload to LockedOn (Marketing > Portals > Upload SOI) > Upload Property to Portals

Update Window Card in RealHub.

Search Property Details > Agents & Details > Price Guide (Change Price) > Save. Select Orders > Pending > A4 WC Backlit > Edit Artwork > Price Guide (Change Price) > Save & Go Back > Open Again to Download > Print Quality > Save to Dropbox > Print from Dropbox > Select Transparency from Printer Options > Landscape > Change Over in Window.

Check Price has Changed on Bellarine Property Website

Email Agent/s to ask if a price change sms to activity/email to buyer match is to be sent out.

SMS

Select the Property > Activity > Send > Send SMS > Select inspections & enquiries > Price Change Template > Add New Price & Address > Dynamic Send as "Primary Assigned Agent" > click update preview > Send sms

Email

Select the Property > Activity > Send > Send Email > Select '2025 Sales – Price Change – Activity' Template > Dynamic Send as "Primary Assigned Agent" > Enter no. Recipients > Send Email.

Ignite Bump

Listings & Campaigns > (MFUBAR) Select Agent from Drop Down > Select Property > Manage > Listing Bump > Schedule Now x2

Send eBrochure

Select eBrochure > Book Now > ASAP > Book Now x2

Update Vendor Report in LockedOn

Activity > Actions > Add Vendor Report > Date > Enter Activity Summary (SMS-Email-Listing Bump-eBrochure) > Add Vendor Report

SALES COORDINADOR

Update Sales Tracking (Locky to do)

Update Listing Sheet

Update Authority (If expiring in less than 4 weeks).