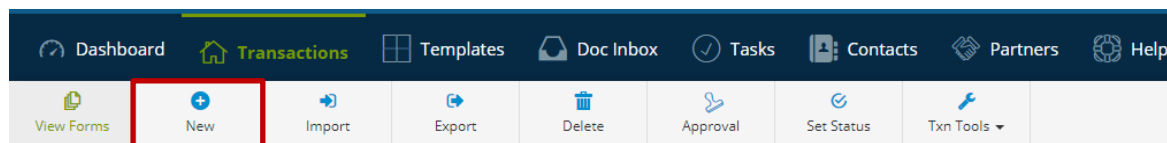




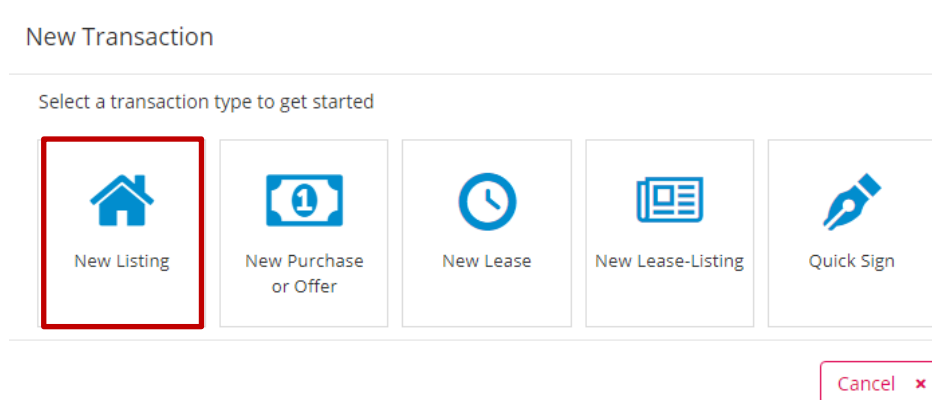
## Using OfferPlace™ as a Listing Agent

Receive offers right to your listing transaction, and track offers made through the OfferPlace™ form, inside your zipForm® Plus account. All offer activity will automatically be recorded in the transaction, saving agents valuable time!

1. To utilize the OfferPlace™ tool, begin by creating a new Listing transaction. Click “New,” from underneath the Navigation Bar.



2. Establish your New Listing Transaction type from the launch pad presented.



Revised: 4.15.2019



3. Enter required information into the Transaction Information window, including Transaction name, property type. To save time, you can utilize zipForm Record-Connect® to pull in public record information for the property. When you are done with your entries, Click “Save”.

## Transaction Information

Name\*

1938 Lincolnshire Ln

Select your location

Office Test 1 , 18070 15 mile road

## Import Property Information

MLS-Connect

☒ zipForm Record-Connect™

Property Type\*

- ☒ Residential    ☐ Commercial  
☐ Industrial    ☐ Vacant Land  
☐ Multiunit    ☐ Farm and Ranch  
☐ Condominium    ☐ Manufactured Home



Add Image

Status

► Active

Agent

Dana Elite-Agent ziplogixagent@gmail.com

Select Template

Select Template

Comments

Transaction Comments

Cancel ×

Save ✓



- Now that your transaction is created, you will create a ListFlash® in order to broadcast your new Listing to your entire Brokerage and/or Office. Click the “ListFlash®” button to get started.

The screenshot shows the zipForm Plus web application. The top navigation bar includes links for Dashboard, Transactions, Templates, Doc Inbox, Tasks, Contacts, Partners, and Help. The main content area displays a transaction summary for '1938 Lincolnshire Ln'. A red box highlights the 'ListFlash®' button in the top right corner of the transaction summary section. Other buttons visible include 'CLOSE TRANSACTION', 'SUBMIT FOR REVIEW', 'Add Document', 'Sign', 'Apply Template', 'Share Docs', 'E-mail Docs to Txn', and 'Fax Docs to Txn'.

NOTE: If one or more of the required transaction fields for the ListFlash® is missing, the following notification will appear:

A listing price, address, city, state and zip required for creating a ListFlash®

- If you have previously created a ListFlash®, proceed filling out the Property Location details as seen below:

The screenshot shows the listFlash form. It includes sections for 'Property Location' (Address, City, State, Zip), 'Property Details' (Price, Sqft approx, Beds, Baths, Year Built, Lot size approx, Lot size units), 'Description' (text area), and 'Agent Information'. A 'Save' button is at the bottom right. A notification at the top right states 'This ListFlash® will be available until: 04/22/2019'.



6. If you have never created a ListFlash® in the past, accept the ListFlash® Terms of Use as seen below:

⚡ ListFlash® Terms of Use

You must agree to the ListFlash® Terms of Use.

To learn about ListFlash® [click here.](#)

☒ I agree to the ListFlash® Terms of Use

Cancel

Continue

7. Enter property details for your new Listing transaction in the ListFlash® window. You also have the option to upload a photo. When finished, click either “Save” to come back at a later time and publish your ListFlash®, or click “Save and Broadcast to Agents in Your Area.”

listFlash®  
by zipLogix™

Unpublished

Property Location

This ListFlash® will be available until: 04/16/2019

Address\*

1938 Lincolnshire Ln.

City\*

Fraser

State\*

MI

Zip\*

48226

Property Details

Price*	Sqft approx	Beds	Baths	Year Built	Lot size approx	Lot size units
200,000.00	3500	4	3.5	1988	23560	Sqft

Description

Lovely and spacious two story home with 4 beds and 3.5 baths. Close to schools, parks, and shopping. Large lot and safe area. Great for families with kids!

Characters Remaining 844

Agent Information

Agent\*

Dana Elite-Agent

Phone\*

5868400140

E-mail\*

ziplogixagent@gmail.com

Agent License Number

39726719

Your Shareable Link

Anyone with this link can view

<https://r.zipformplus.com/lfv.aspx?par=eyjmsWQIOiI1OTc0Nlslm1JZC16ljkxMjExMzE>

View Terms of Use

Delete

Save

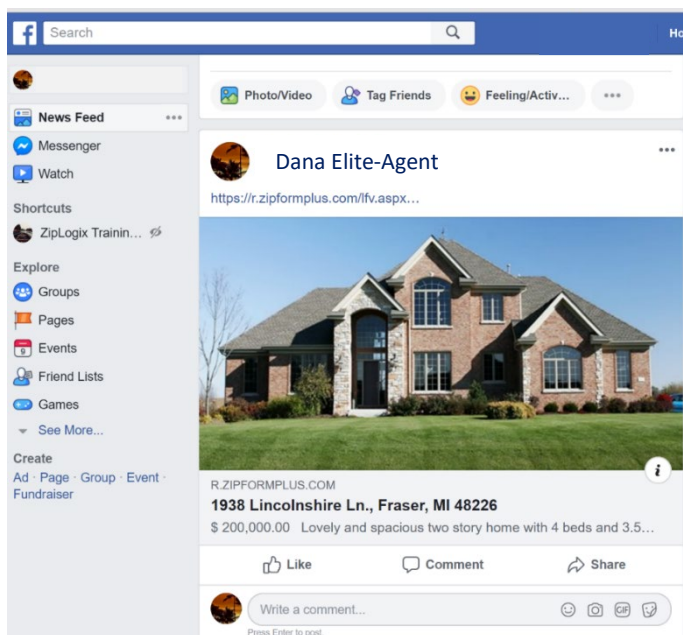
Save and Broadcast to Agents in Your Area



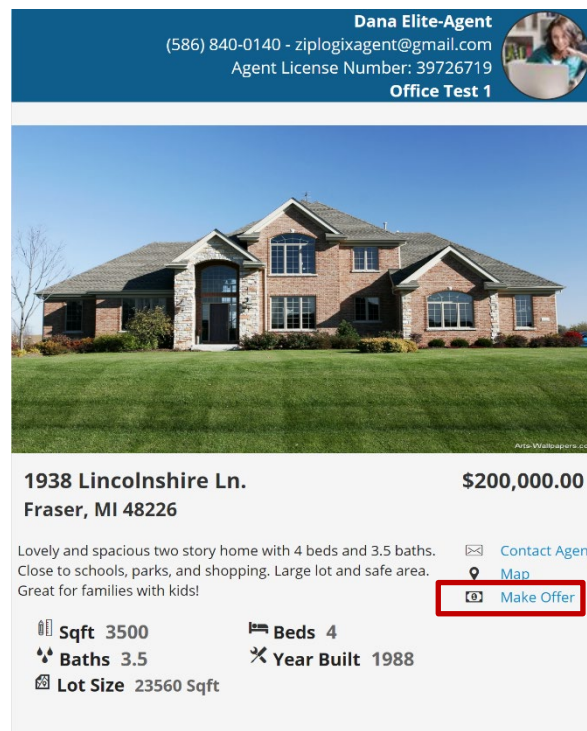
- Your ListFlash® will also include a shareable link for OfferPlace by zipLogix™, at the bottom of the window. Use this link to promote your Listing on social media, via email, or by sending directly to potential buyers.



- Whoever receives the shareable, OfferPlace by zipLogix™ link, whether by viewing it on social media, in an email, or through another medium, is then able to place an offer.



- In order to place an offer using the link, a buyer's agent or potential buyer will need to click on the "Make Offer" button.






11. The buyer's agent or buyer may enter the required information in the offer form.

zipForm Plus


offerPlace  
by zipLogix

Listing Summary



1938 Lincolnshire Ln.  
Fraser MI 48226  
\$200,000

Listing Agent



Dana Elite-Agent  
ziplogixagent@gmail.com  
5868400140

Send a Message

Offer Details

Offer Price:\*

200,000

Offer Expiration Date:\*

04/30/2019

Earnest Money Deposit:\*

25,000

Close on

04/30/2019

Closing Date:

☒ Fixed
☐ Relative

Agent Name:\*

Cheyenne Bailie

Agent Email:\*

cheyrealtor29372@gmail.com

Agent Phone:\*

(313) 947-2918

Agent License Number:\*

392746190

Message for Listing Agent:\*

Hello Dana Elite-Agent, I have a client who would like to put an offer on Fraser MI 48226. She is willing to go higher if another potential buyer makes a higher offer.

Attachments:

+ Add Attachment(s)

When finished, they may click "Submit Offer" at the bottom of the page.

Submit Offer

The buyer's agent or buyer will then receive a confirmation that the offer has been submitted to the Listing Agent.

zipForm Plus

offerPlace  
by zipLogix

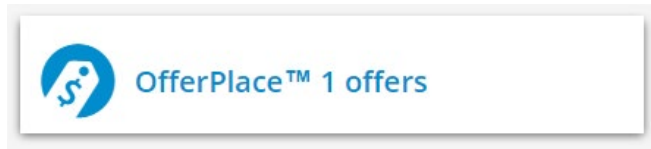
Offer Submitted

Best of luck! We have successfully submitted your offer of **\$200,000**. The listing agent will communicate their decision via the contact info that you provided. If you wish to send them a message, please click the "Send Message" button below.

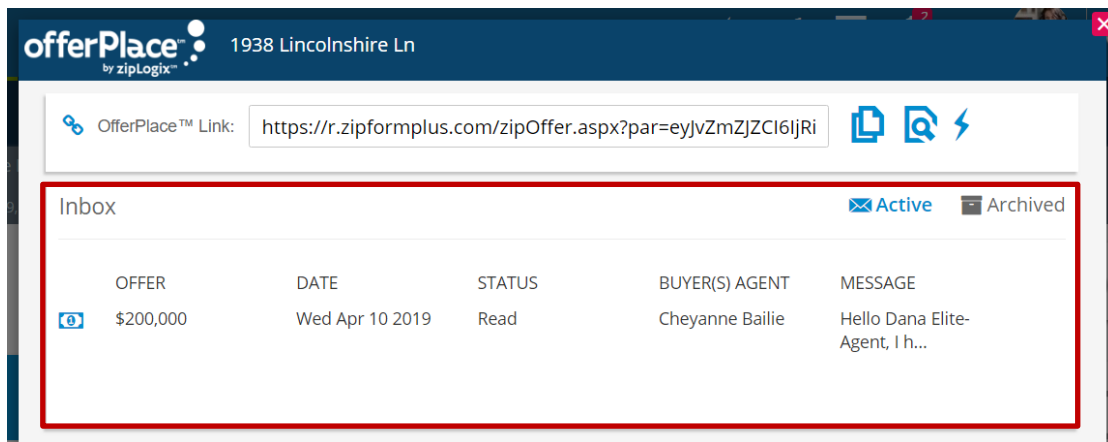
A copy of Offer was sent to: cheyrealtor29372@gmail.com.



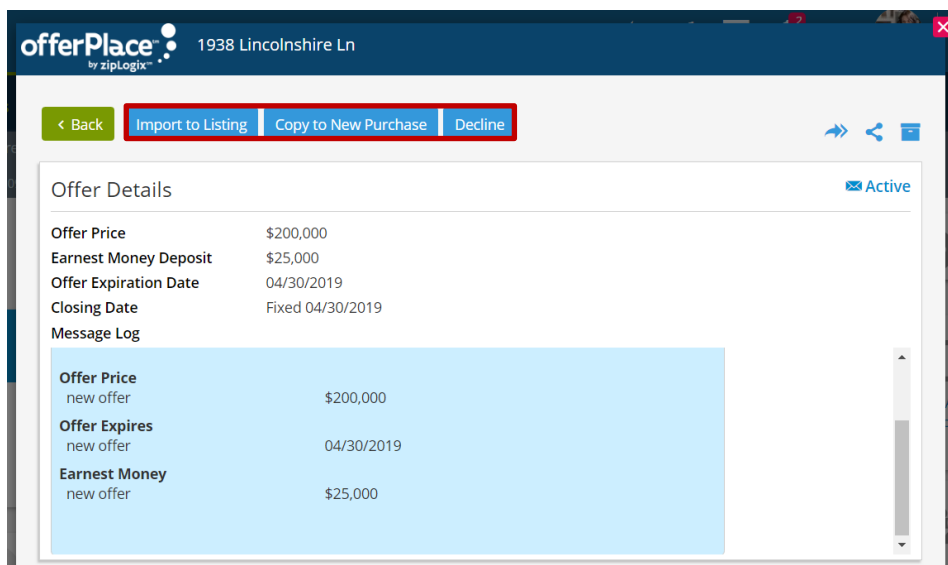
12. Once the offer has been made, the Listing Agent will see the OfferPlace™ button inside of the Listing transaction in zipForm® Plus.



Clicking the “OfferPlace™” button will direct the agent to the OfferPlace™ Inbox. To view an offer, click on the offer information displayed.



13. The Listing Agent will have the option to either import the offer information to the existing Listing, copy it to a new Purchase transaction, or decline the offer.





The individual who submitted the offer will then be notified by email about the status of the offer, and whether it has been accepted or declined

[< Back](#) [Import to Listing](#) [Copy to New Purchase](#) [Decline](#)

The seller(s) declined this offer

cheyrealtor29372@gmail.com

Send CC recipients

Subject:  
RE: offer submitted for 1938 Lincolnshire Ln. Fraser, MI 48226

Message:  

Font Formatting Font size A B I U

Cheyenne Bailie, we are sorry but the seller has declined your offer. Another buyer has made a higher offer that has been accepted. Thank you for your interest!

Attachments:

Seller Declined

To purchase EliteAgent by zipLogix™, contact the zipLogix™ Sales Team at (866) 432-4703.

[Click to watch the introduction video on OfferPlace by zipLogix™](#)

[Click to watch the full EliteAgent by zipLogix™](#)

[Click to access the full EliteAgent by zipLogix™ Quick Tips Guide](#)

Thank you for using OfferPlace by zipLogix™!