



How to Create a New Listing in SkySlope

If you are representing the seller you will want to create a Listing. Click the Create Listing button from the Agent Home Page. This will take you to the Listing information page where you can enter information such as the address and the listing price. Fill out all the information. The items marked in red are items required. You will not be able to move to the next screen if that information is missing. Click next to move to the contacts page.

How to Convert Your Listing into a Transaction

Once you have a buyer for your listing you will want to convert it into a pending transaction. To do so, go to Manage Listings. Then, single click the property (this will highlight it blue), then click the Accepted Contract button. This will move all the information and documents from the listing to the transaction. You will be taken to a page where you can input the rest of the information required for the sale.

How to Create a new Transaction

If you are representing the Buyer, you will create a Transaction. Click the Create Transaction button on the Agent Home Page. Input all the required information (some information may have already filled from converting the listing into a transaction.) Then click the Next button to move to the next screen.

Common Issues with SkySlope

Creating a Transaction or a Listing a few days before closing. To stay aligned with our company policy, you will need to create either the Transaction or the Listing within two to three days after taking a listing agreement or having a ratified contract.

Creating a transaction when you are the listing agent. You need to create a listing not a transaction if you are the listing agent.

Not keeping your information in SkySlope updated. A good example of this is not updating the close of escrow date.

Not converting your Listing into a transaction. If you do not convert your listing to a transaction you will end up with a duplicate transaction.

A commonly asked question is: What if something in the required checklist does not apply to my transaction? An example would be HOA documents. If your transaction does not have an HOA then just state that in the comment section next to the required disclosure. We will then change the disclosure from required to not applicable.

In the checklist we require the NHD receipt. This is the signature page provided in the NHD report not invoice for the cost of the report.

Uploading the disclosures into the checklist as you receive them. Instead of waiting to upload all of them at once right before closing.