



REM DATA SUBMISSION SYNOPSIS

Broker Account & Listing Hot-Sheet Information Required

Premier Property Maps (PPM) will personally assist you in the creation of your FREE custom listing Hot-Sheet. Before you initiate your interview, PPM recommends that you review the following two pages:

REM Specifications:

http://www.premierpropertymaps.com/rem/images/rem_specs140501.pdf

REM Insertion Order:

http://www.premierpropertymaps.com/rem/images/rem_kit-clall-jeff-co_insertion140501.pdf

Once you are ready to chat with us, please call contact Bob Sherby by email or phone, info@PremierPropertyMaps.com or (360) 479-8384, and PPM will email to you the interactive Data Submission Form that requests information as follows:

- A. Broker/Brokerage Account Information
 - 1. Broker Name
 - 2. Brokerage Name
 - 3. Broker Shipping Address
 - 4. Broker Billing Address
 - 5. Brokerage URL
 - 6. Brokerage email

- B. Broker/Brokerage Listing One-Time PPM Hot-Sheet Page Template Set-up
 - 1. Month of desired 1st publication
 - 2. Number of listings to appear on Hot-Sheet. Select 1, 2, 5 (1/2 page ad), 6, 9, 12, 15 listings
 - 3. If this is to be a new Hot-Sheet creation, provide the following Header information:
 - a. Header size options
 - i. One Listing: Header dimensions: 8"w x 2"h; Footer: 8"w x 1.2"h
 - ii. Two Listings: Header dimensions: 8"w x 2"h
 - iii. Four Listings: Header dimensions: 8"w x 1.8"h
 - iv. Six Listings: Header dimensions: 8"w x 1.5"h
 - v. Nine Listings: Header dimensions: 8"w x 1.8"h
 - vi. Twelve Listings: Header dimensions: 8"w x 1.1"h
 - vii. Fifteen Listings: Header dimensions: call
 - b. Broker(s) picture image labeled with name (optional)
 - c. Brokerage name
 - d. Brokerage logo
 - e. Header background image(s) / background color
 - f. Brokerage contact information

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- C. Broker/Brokerage Use Interactive Data Submission Form for Monthly Listings
1. For each listing to appear on the Hot-Sheet provide the following data:
 - a. Number of Listing (upper Left to lower Right):
 - b. Status of each Listing: Choose one: “New Listing (Delete Old Listing)”, “Modify Current Listing Data”, followed by:
 - c. Listing Street address with city, followed by: (not published, used only for map coordinates look-up)
 - d. Price
 - e. MLS #
 - f. Property description: Text to be Cut/Pasted into listing Text Box on Form
 - g. Please provide a .jpg file to PPM for each MLS listing to appear on your Hot-Sheet. Each Hot-Sheet listing file should be named with the Hot-Sheet two-digit position number (01, 02, 03, ...), plus a “_”, plus the MLS #, plus .jpg or .pdf) (example for Hot-Sheet position #1: 01-456388.jpg)
 2. REM Cover Image and Information needed (subject to PPM approval of resolution quality and composition)
 - a. Listing image: 8” x 8”
 - b. MLS Number
 - c. Listing Broker’s name.
- D. REM Broker Data Submission Form Functionality
1. Once listing Data is completed, select the number of REM Magazines to be purchased using the PayPal Buttons option*.
 2. Please Note: REM FREE listing Hot-Sheet allocation to Brokers is as follows:
 - a. >50 REM Magazines: Space available, Broker distributes REM Magazines
 - b. 50 – 99 REM Magazines: Space available, PPM distributes REM Magazines
 - c. 100 – up REM Magazines: Reserved Page, FREE Custom REM Cover, PPM distributes REM Magazines
 3. Once you have purchased your REM Magazines, email the Data Submission Form to:
info@PremierPropertyMaps.com
 - 4.. Be sure to place your Brokerage Name and the Month of Publication in the Subject Line of your email.

*Notice: Payment for REM Magazines is due before sending Data Sheet to Publisher: Price for REM magazines in King and Snohomish Co’s. for SKCAR members is \$3.25/mag; Non-SKCAR members is \$3.75/mag; all other counties: \$3.00/mag)

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