



# ALL THINGS CBD

Tips & Resources to  
Navigate All the CB Danforth  
Tools & Systems



**COLDWELL BANKER**  
**DANFORTH**



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BANKER  
COMMERCIAL  
DANFORTH**



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*In the Community*

**PROPERTY MANAGEMENT**  
COMMERCIAL | RESIDENTIAL



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# All Things CBDanforth

## *Tips on How to Navigate Various CBD Systems and Tools*

41. [Advertising Guidelines - DOL](#)
42. [Brokers Banter](#) (Archive)
  - a. [Current Monthly Newsletters](#)
43. [Business Card Options](#)

A list of companies that have our approved logos and standards
44. Business Planning - ["The Business Why Plan"](#)
45. [CBx + Moxi Present \(CB CMA\)](#)

Comprehensive listing/marketing CMA tool
46. Clock Hour Discounts
  - a. [CB Continuing Education Shop](#)

Check on CB Works for the appropriate discount code. 15-20% discounts possible on clock hour classes.
  - b. [Rockwell Institute](#)

Contact your Coldwell Banker Danforth office for login and password to receive discount.
47. [Correspondence Archival](#)

Instructions on saving Texts and Emails to PDF
48. [Desk](#)

Your new place to find everything related to the CB brand!

  - a. [Introduction - Getting Started](#)
  - b. [Training Deck](#)
  - c. [FAQs](#)
49. Flyer Template
  - a. [PowerPoint](#)
  - b. [Publisher](#)
  - c. [Word](#)
50. [HUD Broker Information](#)
51. Legal Clauses and Notices
  - a. [Examples of Non-Refundable Deposit](#)
  - b. [Buyer Notice Regarding Removing Contingencies](#)
  - c. Flyer Disclaimer: "The information on this flyer is to the best of the seller's knowledge only. Its accuracy is not guaranteed. **IF IT IS IMPORTANT, CHECK IT!**"
52. [Legal Insights \(Laws and Forms\)](#)

53. [Listing Concierge](#)  
A comprehensive listing marketing program.

54. [Logos](#) available for download

55. Multiple Offers Insight

- a. [Excerpt from Broker's Banter](#)
- b. [Multi-Offer Seller Spreadsheet](#)

56. [NWMLS Computation of Time](#)

57. [Neighborhood Video's \(Full Playlist\)](#)

[Auburn](#)

[Ballard](#)

[Bellevue East](#)

[Bellevue South](#)

[Bellevue West](#)

[Bothell](#)

[Burien](#)

[Capitol Hill](#)

[Edmonds](#)

[Federal Way](#)

[Fremont](#)

[Green Lake](#)

[Issaquah](#)

[Kirkland](#)

[Magnolia](#)

[Maple Valley](#)

[Mercer Island](#)

[Puyallup](#)

[Queen Anne](#)

[Redmond](#)

[Renton](#)

[Sammamish](#)

[Seattle Downtown](#)

[Shoreline](#)

[Tacoma Downtown](#)

[West Seattle](#)

58. Office Functions

- a. [Door Code and Alarm Processes](#)
- b. [Copy and Fax Machine Instructions](#)

59. Online Presence

Social Media

- i. [Coldwell Banker Social Media Policy](#)
- ii. [The New Age of Real Estate Communication](#)[http://www.cbdanforth.com/docs/New\\_Age\\_of\\_Real\\_Estate\\_Communication.pdf](http://www.cbdanforth.com/docs/New_Age_of_Real_Estate_Communication.pdf)
- iii. [Becoming Social White Paper](#)
- iv. [Why You Should Care About Pinterest](#)
- v. [Fascinating Pinterest Tools Worth Checking Out](#)
- vi. [Facebook 101](#)
- vii. [Twitter 101](#)

60. Photographer Release

- a. [Photographers with signed Release Forms](#)
- b. Visit NWMLS to get blank release Form 13A or 13B

61. Policy and Procedure Manuals

- a. [Residential](#)
- b. [Commercial](#)
- c. [Property Management](#)

62. [Prospect Square](#)

## Automated Email Marketing for your Sphere

### 63. RealVitalize

CB program assisting sellers with costs of improving their home before listing

- a. [READ THIS FIRST](#)
- b. [Pre-Application Form](#) – Submit to Dave
- c. [Program Overview](#) & [Training Video](#) – March 2021
- d. [Quick Start Guide](#) & [FAQ](#)
- e. [Participation Agreement](#) – or email [CBFront@CBDanforth.com](mailto:CBFront@CBDanforth.com) for a copy
- f. [Marketing Catalog](#)

### 64. [Refer CB Danforth a Broker](#)

Resources to share with outside brokers who might be interested in making the switch to CB Danforth and recruiter contact information.

### 65. [Relocation](#)

Information on our Relocation program through the Realogy Advantage Network.

### 66. [Signpost and Sign Companies](#) with our approved logos and standards

### 67. [“TLC” Transaction Light Coordinator Flyer](#)

- a. [TLC Listing Form](#)
- b. [TLC Sale Form](#)
- c. [TLC Client Contact Services Form](#)

### 68. Tom Ferry Coaching

- a. [Info Sheet](#)
- b. [Onboarding](#)
- c. [Coaching Class Prep](#)
- d. Coaching Series

### 69. [Webinars and Virtual Events](#)

### 70. [Wheel of Resources](#) (Links to all Real Estate Websites)

Save this as a favorite or as your homepage on your PC or tablet

### 71. [Who to Contact if you have Questions](#)

- a. [Weekend Manager](#)
- b. [How to Email Managing Broker Questions](#)
- c. [General CBD IT Questions about LoneWolf or Office Computers](#)
- d. Coldwell Banker Email call 877-263-6589
- e. CB Exchange Help Desk call 877-426-5393 (For questions on listings on CB.com)
- f. [Commercial Real Estate](#)
- g. [Property Management](#)