

Client Checklist

Package 2 | Listing Management

Send the items below in one email or shared folder. Your listing link can cover the property details. Skip anything that does not apply.

Client name

Property address

☐ **Listing details**

Listing link or MLS sheet with the current price and property information.

☐ **Property photos**

Original, high-resolution photos and any favourites you want featured.

☐ **Your branding**

Agent and brokerage logos, plus the name, phone and email to display.

☐ **Key selling points**

Your top 3 features and any important details missing from the listing.

☐ **Design preference**

Signature gold, Coastal, Modern, Warm Neutral, or your own brand colours.

☐ **Open house if planned**

Date, time and host contact information.

☐ **Posting plan**

Launch date, campaign duration, preferred posting frequency and time zone.

☐ **Approval**

Who approves the content, and confirmation we may use the supplied materials.

☐ **Social profiles**

Links to your Facebook Page and Instagram profile.

☐ **Account access**

The administrator who can grant publishing access. Please do not send passwords.

☐ **Extra media if available**

Any video, floor plan or virtual tour you want used in the Reel or feature sheet.

☐ **Enquiry contact**

Who receives enquiries and which comments you would like us to answer.

Notes or file link
