

Real Estate Property Listing Intake

Elegant intake template for listing setup, property details, owner coordination, and marketing prep.

LISTING OVERVIEW

LISTING ID	LISTING DATE	AGENT NAME	BROKERAGE NAME
OWNER FULL NAME	OWNER PHONE	OWNER EMAIL	

PROPERTY DETAILS

PROPERTY ADDRESS	CITY	PROVINCE / STATE	POSTAL CODE		
LISTING TYPE	PROPERTY TYPE	BEDROOMS	BATHROOMS	INTERIOR SQFT	LOT SIZE
YEAR BUILT	PARKING SPACES	ASKING PRICE	OCCUPANCY STATUS	HOA FEE	

PROPERTY POSITIONING

PROPERTY FEATURES	INCLUDED APPLIANCES	
RENOVATIONS / UPGRADES	SHOWING INSTRUCTIONS	
OFFER DEADLINE	DISCLOSURE NOTES	MARKETING NOTES

MARKETING CHECKLIST

Photography Required	Staging Required	Virtual Tour Required
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SIGN-OFF

SIGNATURE NAME	SIGNATURE DATE
LISTING APPROVAL NOTES	