Client Intake Checklist – New Listing Submission

📥 Please complete the checklist below to ensure your property is accurately listed and marketed.

🧾 Basic Property Information

- Property Address (Street, City, State, ZIP)
- Listing Type (For Sale / For Rent)
- Listing Price / Monthly Rent
- Square Footage
- Number of Bedrooms
- Number of Bathrooms
- Year Built
- Property Type (Single Family, Condo, Multi-Family, etc.)

🖼️ Photos & Media

- Upload High-Resolution Photos (minimum of 5 recommended)
- Virtual Tour or Video Link (if available)
- Floor Plan (PDF or image)
- Exterior / Interior Highlights

📣 Marketing Description

- Property Description (250–500 words)
- Key Features (e.g. granite countertops, hardwood floors, pool, etc.)

- Nearby Amenities (schools, parks, shopping)
- Neighborhood Highlights

⚙️ Property Details

- HOA Info (if applicable)
- Utilities Included? (for rentals)
- Pet Policy
- Parking Details
- Move-In Availability Date

📄 Documentation & Disclosures

- Listing Agreement Signed
- Property Disclosure Form
- Lockbox Code / Showing Instructions

📅 Scheduling

- Desired Listing Date
- Open House Dates (if applicable)
- Showing Contact Person (name + phone/email)

🧍 Client Contact Info

- Full Name
- Phone Number
- Email Address

- Preferred Contact Method

✅ Optional Add-Ons (if offered)

- Social Media Promotion
- Flyer or Brochure Creation
- MLS Submission Support
- Weekly Listing Report / Status Updates