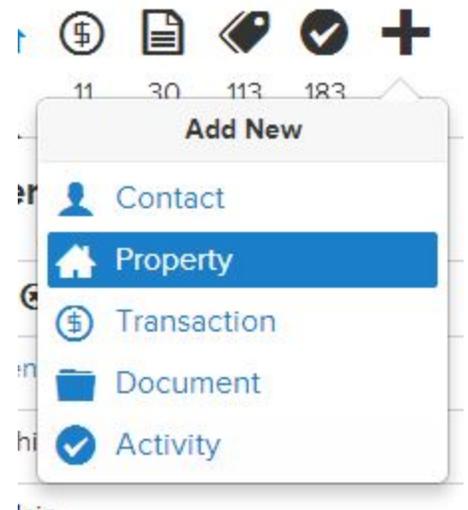


Adding Properties (Listings)

Basics: All Users

As a real estate professional, your bread and butter is probably your listing inventory. Keeping track of property details like the number of bedrooms, bathrooms, square feet, and other important information is easy in Realvolve. Connecting the Sellers, Stager, Photographer, and Marketing Assistant from your contact database to the property helps to keep your records organized. The ability to share all the links to the advertised property, as well as updating your sellers with the latest progress made on marketing their property is just a click away. While that is all very important, the best part of Realvolve is the ability to use this all this data with the powerful Workflow Streams to make your job easier on a day-to-day basis.

Adding the Property to Realvolve is similar to the steps for adding contacts. Click on the (+) sign in the list view then choose **Property**. This opens a new data entry screen to add your listing information. Start by entering the address then the Listing Price, Date Listed, and Expiration Date which are all located at the top of the screen. When you leave the **Expires On** field, the system will ask if you want to add a Listing Expiration activity. Answer **Yes** to have Realvolve add the expiration date to your calendar as a reminder. (SEE VIDEO)



In the **Listing** tab, click on the **Add New** link to the right of "Board/MLS #" to add the MLS Board and MLS Number. If the **Set as primary** option is checked then the MLS Number will be placed in the top section of the screen for reference. Many agents belong to multiple boards and using the "Add New" allows you to add as many MLS Numbers as needed based for your area. Only the one selected as primary will be placed in the upper section of the screen. (SEE VIDEO)

Fill in the remaining fields as needed in the Listing tab to complete your property profile. All information in the property profile can be used in templates and workflows.

Once you have the basic data entered, click on the **People** tab to select the party members for the property using drag and drop from your contact database or manually enter the contacts if they do not exist. Party member types shown in the list can be customized for Properties and Transactions based on your area. ([SEE VIDEO](#))

Next, click on the **Marketing** tab to enter the URL address locations of your marketing websites like Realtor.com, Zillow, or Trulia and others as well as any marketing taglines or narratives that you might use in blast emails. All of this information can be included in your email templates by using the appropriate merge fields.

I will skip the **Seller Reports** tab for now, it will be discussed later.

The **Showings** tab allows you to keep the basic information needed to access the property for showings. It includes the tenant name if not the seller, the Alarm and Gate Codes, Lockbox Number, and Shackle Code or Other code if needed. In addition, you can enter specific Directions to the property or Showing instructions. Again, all of this information can be included in a template for emailing other agents.

The **Files**, **Calendar** and **Activities** tab of a property is exactly the same as the tabs in the Contact section (see previous training documents)

If you have any questions, please contact us at: support@realvolve.com

Questions?

Please direct questions and comments to support@realvolve.com.

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