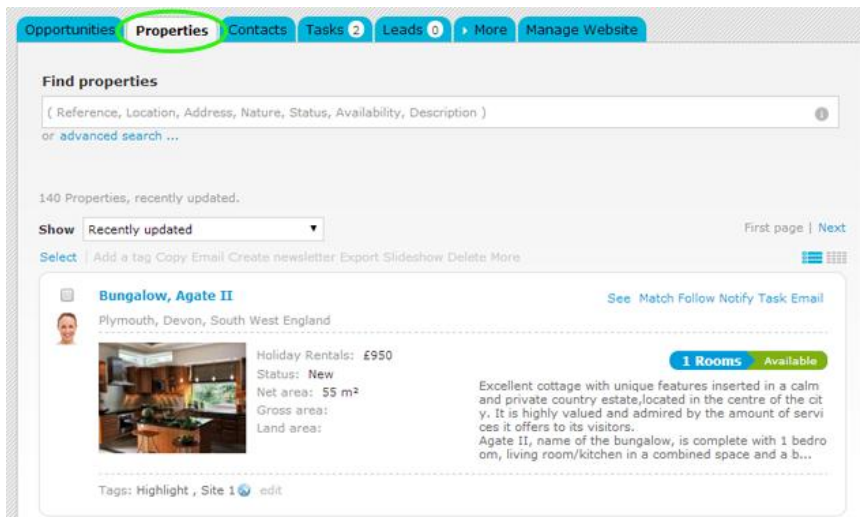


## How to Create a Property Listing Form

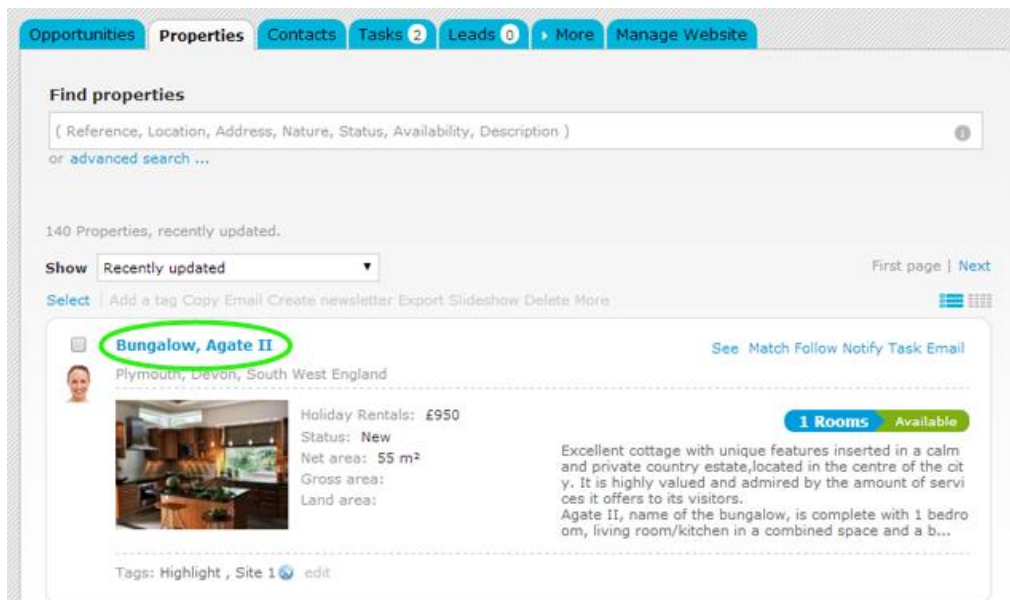
The application manager has the possibility to create property listing forms with a single click.

To do so, take the following steps:

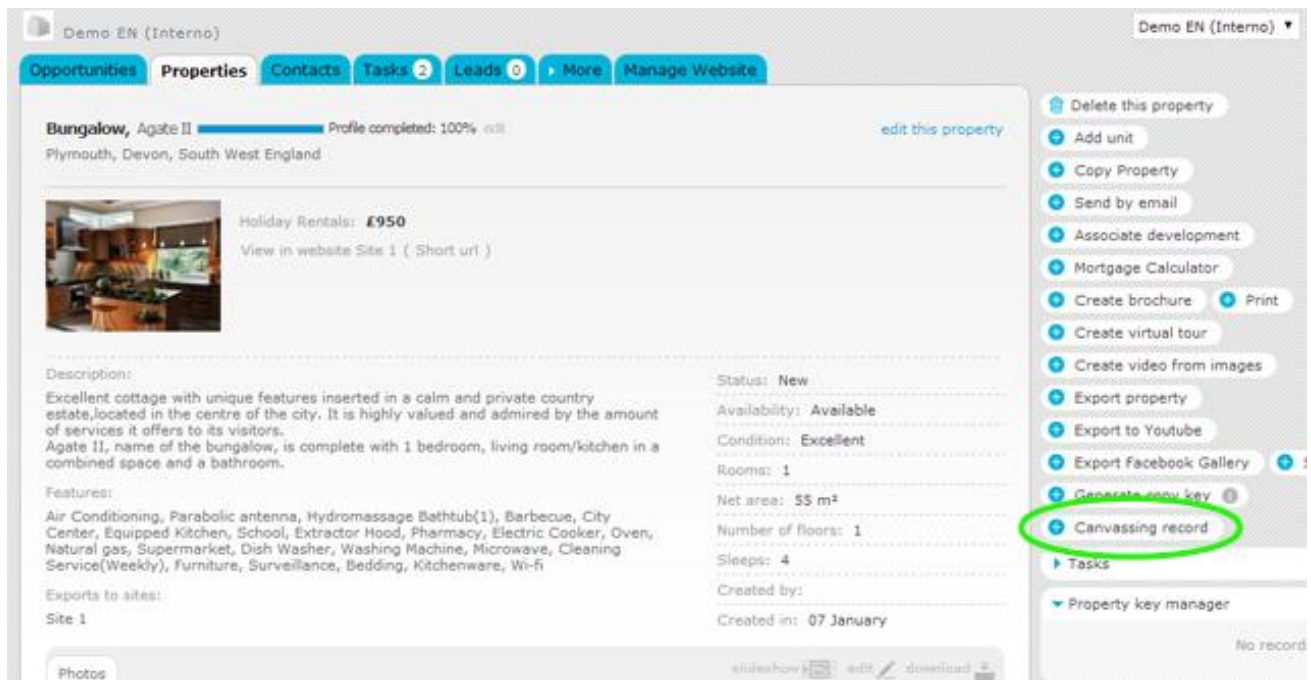
1. Access the 'Properties' tab;



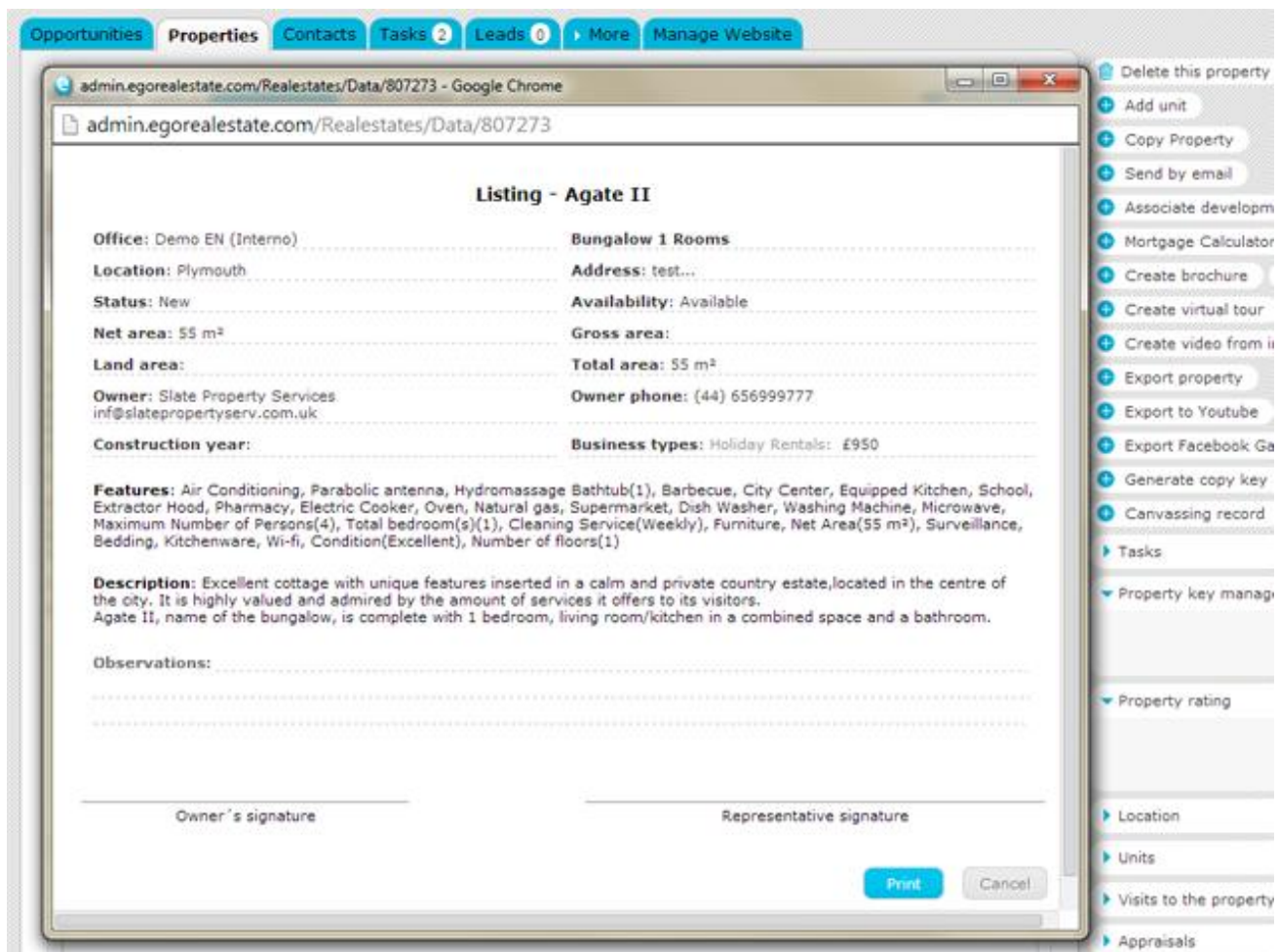
2. Access the property details page that you want to create a listing form;



3. Then on the right sidebar, click 'Listing record';



4. The listing form will be created with all the relevant information about a property;



5. Finally, you can print the form with a single click on the 'print' button.

The screenshot shows a web browser window with the URL `admin.egorealestate.com/Realestates/Data/807273`. The browser tabs include 'Opportunities', 'Properties', 'Contacts', 'Tasks 2', 'Leads 0', 'More', and 'Manage Website'. The main content area displays a listing form titled 'Listing - Agate II'. The form is divided into several sections:

- Office:** Demo EN (Interno)
- Location:** Plymouth
- Status:** New
- Net area:** 55 m<sup>2</sup>
- Land area:**
- Owner:** Slate Property Services, `inf@slateproperty.serv.com.uk`
- Construction year:**
- Bungalow 1 Rooms**
- Address:** test...
- Availability:** Available
- Gross area:**
- Total area:** 55 m<sup>2</sup>
- Owner phone:** (44) 656999777
- Business types:** Holiday Rentals: £950

**Features:** Air Conditioning, Parabolic antenna, Hydromassage Bathtub(1), Barbecue, City Center, Equipped Kitchen, School, Extractor Hood, Pharmacy, Electric Cooker, Oven, Natural gas, Supermarket, Dish Washer, Washing Machine, Microwave, Maximum Number of Persons(4), Total bedroom(s)(1), Cleaning Service(Weekly), Furniture, Net Area(55 m<sup>2</sup>), Surveillance, Bedding, Kitchenware, Wi-fi, Condition(Excellent), Number of floors(1)

**Description:** Excellent cottage with unique features inserted in a calm and private country estate, located in the centre of the city. It is highly valued and admired by the amount of services it offers to its visitors. Agate II, name of the bungalow, is complete with 1 bedroom, living room/kitchen in a combined space and a bathroom.

**Observations:**

At the bottom of the form, there are two signature lines: 'Owner's signature' and 'Representative signature'. A 'Print' button is located at the bottom right of the form, highlighted with a green circle. A 'Cancel' button is also visible next to it.

On the right side of the browser window, there is a sidebar with various actions and filters:

- Delete this property
- Add unit
- Copy Property
- Send by email
- Associate development
- Mortgage Calculator
- Create brochure
- Create virtual tour
- Create video from i
- Export property
- Export to Youtube
- Export Facebook Ga
- Generate copy key
- Canvassing record
- Tasks
- Property key manag
- Property rating
- Location
- Units
- Visits to the property
- Appraisals

Learn more at: <http://academy.egorealestate.com>

Questions: [support@egorealestate.com](mailto:support@egorealestate.com)