## [Company name]

How to use this document: delete this paragraph before saving, sharing, or circulating it. Every part shown in blue is yours to replace: type your own details over each blue [field] until no blue remains. Then select all (Ctrl+A) and set the font colour to the same dark colour throughout. What is left is your finished document.

# Estate agency property listing sheet

The property at a glance - details, features and marketing notes.

**Property details**

**Address:** _____

**Property type:** _____

**Bedrooms / bathrooms:** _____

**Asking price:** _____

**Tenure:** _____

**EPC rating:** _____

**Council tax band:** _____

**Vendor:** _____

**Contact:** _____

**Key features** [Bullet the selling points]

**Marketing notes** [Photography booked, floorplan, portals, socials]

**Sign-off**

**Agent:** _____ **Date:** _____