[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:** _____