[Company name]

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Estate agency property listing sheet

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

Property details

Address	[Full address]
Property type	[e.g. 3-bed semi-detached]
Bedrooms / bathrooms	[e.g. 3 / 2]
Asking price	[£ amount]
Tenure	[Freehold / leasehold - years remaining]
EPC rating	[e.g. C]
Council tax band	[e.g. D]
Vendor	[Name]
Contact	[Phone / email]

Key features

[Bullet the selling points]

Marketing notes

[Photography booked, floorplan, portals, socials]

Sign-off

Agent	Date	