APEX MEDIA

Client Checklist

Package 1 | Listing Creation

Send the items below in one email or shared folder. Your listing link can cover the property details. Skip anything that does not apply.

Client name _____

Property address _____

- ☐ **Listing details**
  Listing link or MLS sheet with the current price and property information.
- ☐ **Property photos**
  Original, high-resolution photos and any favourites you want featured.
- ☐ **Your branding**
  Agent and brokerage logos, plus the name, phone and email to display.
- ☐ **Key selling points**
  Your top 3 features and any important details missing from the listing.
- ☐ **Design preference**
  Signature gold, Coastal, Modern, Warm Neutral, or your own brand colours.
- ☐ **Open house if planned**
  Date, time and host contact information.
- ☐ **Delivery date**
  When you need the finished content.
- ☐ **Approval**
  Who approves the content, and confirmation we may use the supplied materials.

Notes or file link _____