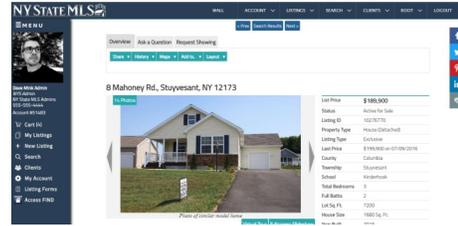
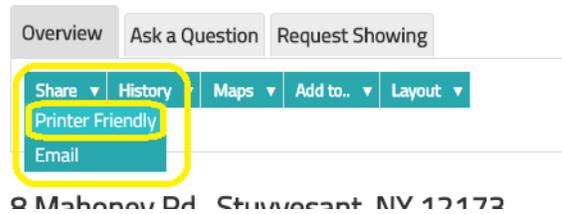


Step 1:

Find and open the property you are looking to share. (Please see other training guides for instructions on searching for listings.)



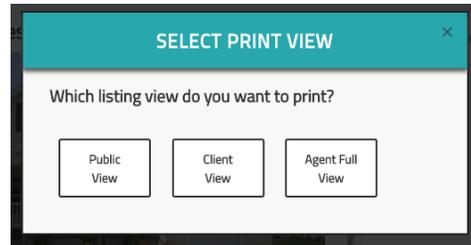
Step 2 (Printing): Click 'Printer Friendly' found under the 'Share' button located at the top of the listing. Here you will be able to decide which version of the listing you wish to print.



Public View: Includes basic information for the property, including the listing agent.

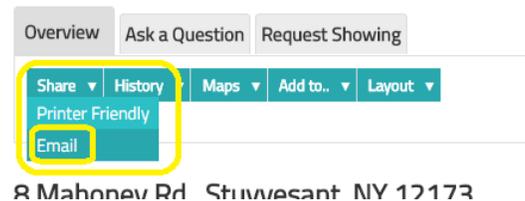
Client View: Includes basic information for the property, but is branded with your contact information.

Agent Full: The most comprehensive version of the listing. It includes all member fields, including the Listing Agent's information.



Once you have selected the version you want to print, a new window will display that version. Follow your web browser's print function to print out the listing sheet. (Typically Ctrl+P on your keyboard)

Step 3 (Email): Emailing allows you to send a branded version of a listing, even if the property is listed by another member. To Email a listing, click on the 'Email' link found under the 'Share' dropdown.



Email Customization: After filling out the 'To Emails' field, you can make some modifications to the email.

Include Map: This will include a map showing where the property is located.

Link to Agent Full Layout: If you are sharing one of your own listings to another real estate professional you may want to use this option as it includes member fields.

Include Marketing Text: This will attach the original marketing text from the listing agent.

Notes: You can add your own custom notes to the email as well as to each individual listing you make it personal to your customer.

When you're finished, be sure to click the 'Send Email' button.

Email Listing

You may enter up to 10 email addresses separated by a comma. A copy of the email will be sent to you.

ENTER EMAIL DETAILS

To Emails:

CC Emails:

Subject: Dave Mink Admin Sent You a Listing
A copy of this email will be sent to: dave@nystatems.com

Include Map
 Link To Agent Full Layout
 Include Marketing Text

A Listing has been sent to you from: Dave Mink

Listing #1

 3 Bed, 2 Bath, Built in 2015, 1 Story, 1680 Sq. Ft.
Interior Features: Crawl Foundation, Lower Level Unfinished Basement, Forced Air, Central AC, 1 Garage Spaces
[#10276770 - View Details](#)

House (Detached) Active for Sale
\$189,900
 8 Mahoney Rd.
 Stuyvesant, NY

Notes: