

Thank you for choosing **Property Xchange Realty Point**.

To help you prepare and manage your MLS® listing effectively, please review the following guidelines

## Before You List

- ✔ Ensure your property is ready for photography (clean, decluttered, and staged if possible).
- ✔ Confirm property details, including lot size, taxes, and utility costs.
- ✔ Prepare digital copies of ownership documents (deed, survey, etc.) for verification.

## Photos & Media

- ✔ Submit up to 50 high-resolution images in landscape orientation.
- ✔ Images must accurately represent the property and may not include watermarks or filters.
- ✔ Virtual tours should be hosted on approved links such as YouTube, Matterport, or Vimeo.

## Open Houses

- ✔ You may post unlimited open houses through your seller dashboard.
- ✔ Open house dates and times must be accurate and removed after the event





## Listing Updates

- ✓ You can request unlimited edits at any time via email or your client portal.
- ✓ Updates such as price changes, new photos, or text edits are typically processed within 24 hours.

## Listing Duration

- ✓ All listings remain active for 6 months
- ✓ You may suspend or terminate your listing at any time without additional fees
- ✓ Renewals are available at a reduced rate upon request.

## Communication Policy

- ✓ Buyer agents will contact you or your designated representative directly for showing requests.
- ✓ Private buyers will reach out via your preferred contact method (email or phone)



For assistance or support, please contact our team at:

**Property Xchange Realty Point**

Email: [shawn@mmgb.ca](mailto:shawn@mmgb.ca)

Website: [www.propertyxchangerealtypoint.ca](http://www.propertyxchangerealtypoint.ca)