Property Details for listing on the following websites.

(only list on these three sites unless instructed otherwise)

[www.realestate.com.au](http://www.realestate.com.au) , [www.domain.com.au](http://www.domain.com.au) and

<http://www.chillirealty.com.au/wp-admin/>

**Log into AGENT ADMIN on each of the sites and fill in the details as follows;**

Click on Listings – Add (listing type): Residential

Property Type: Apartment

Established/New: Established

Sale Type: (For Sale / Auction) For Sale

Agent: Peter Davies

Price (use numbers only) 500000

Price Display (show text instead): From $495,000

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Vendor Details (**ONLY realestate.com.au**) (leave blank)

Send Vendor Property Live email: no

Send Vendor Weekly Campaign report: no

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**Property Address:** Unit: **2**

 Street address Number: 58

 Street name: Epsom Off Plan Rd

 Suburb: Ascot Vale VIC 3032 (select from list)

**Display** Full Address or Suburb only: **Suburb Only**

Hide street address on listing: **Yes**

**About the property:** Bedrooms: 2

 Bathrooms: 1

 Ensuites: (leave blank)

 Toilets: 1

Parking: (Garage / Carport / Open): 1

Living Areas: (leave blank)

House size: (leave blank)

Land size: (leave blank)

Energy Efficiency: (leave blank)

Features (select from options available): Split system Air con,

 Balcony, built in robes, intercom, dishwasher

**INTERNET COPY**: copy and paste (heading/headline) and (body/description) into the relevant section

**IMAGES:** Use the simple uploader one image at a time, with the exception of [www.chillirealty.com.au](http://www.chillirealty.com.au) where you can select and upload **multiple** images at the same time

**FLOOR PLAN:** Upload image as supplied

Links to Video, online tours etc: (leave blank)

**INSPECTIONS:** By appointment only

**Website specific instructions**

[**www.realestate.com.au**](http://www.realestate.com.au)As per above

[**www.domain.com.au**](http://www.domain.com.au)

**Inspection / Contacts page:**

Send email enquiries to the default address: YES

Agent 1: Peter Davies – Receive email enquiries **NO**

[**http://www.chillirealty.com.au/wp-admin/**](http://www.chillirealty.com.au/wp-admin/)

**Properties – Add new**

**(Work your way down the main central area first,** completing the details as follows and as per above)

**Add new property:**

Write property address in text box: Ascot Vale

In large white text area underneath is where you cut and paste as follows:

**Paste in the heading**: highlight the text and select “Heading 2” from the format drop down list box

On the next line in the same section, paste in the body of the text and ensure that it is formatted as “paragraph”

Remove any spaces from each section of text in the body of the text, so that there are no blank lines in the text body.

**Property Gallery Images**: Select or upload images as instructed

In the section where the map is, also **just write ASOT VALE** Victoria Australia as the address

(do not write 2/58 Epsom Off Plan Rd Ascot Vale 3032)

Mark this property as featured? NO

**TOP BANNER** - select image Use the same image for EVERY listing on this site

It is a back ground image. To find it, follow these instructions…

1. Please scroll to the very first image, of all of the gallery images.
2. Scroll back up until you find the orange coloured image “I Stock”
3. Count 4 images to the left (city, city, grey horizontal 1, grey horizontal 2)
4. **Select the Grey Horizontal 2** (if both images are on the same line it would be the one on the left of the two grey horizontal images)

**Then go back to the top of the page and look on the RIGHT side column,** and complete the details as per above)

**Property Features:** select as per above

**Property Type:** Apartment

**Property City:**  If the suburb is not listed, Add New Property City

**Property Status:** Private Sale

**Featured Image:** Use the “Main image”

**Then when finished, scroll back to the top of the page and look at the RHS, click the PUBLISH button.**