



EXCHANGEHOUSE

PROPERTY YOUR WAY

HOW TO LIST

STEP 1 APPLY TO LIST

- Provide some simple information about your business
- Create a secure login

STEP 2 ACTIVATE YOUR ACCOUNT

- Upon successful verification (24-48hrs) you will receive an activation email

Your office is now able to use its login to begin listing properties!

STEP 3 LISTING A PROPERTY FOR YOUR CLIENT

Have the following information:

- Full contract of sale (including our special conditions)
- Photos
- Floorplan (if available)
- Complete vendor verification form
- Select bid commencement date

STEP 4 PAY LISTING FEE

DONE! Your listing is complete and hits the market!

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