



Administrative Guidelines for Real Estate

Administrative Guidelines for Real Estate The following information is required for all listings:

- Home information:
 - o Address
 - o Number of bedrooms
 - o Number of bathrooms
 - o Model type
 - o Square footage
 - o Year built or Furnished or unfurnished
- Property description
- Listing price
- MLS number (Optional)
- Contact information:
 - o Name
 - o Phone number
 - o E-mail address
- Photos:
 - o Maximum of 10 photos per listing
 - o Minimum of 1 photo per listing

Please e-mail all the above information to Anna Laabs at anna@copperleafgc.com.

Copperleaf "Homes for Sale" website listing is a free service provided by the Copperleaf Golf Club Association, Inc. for its members only. A property listing is at the request and consent of the member. Copperleaf Golf Club Association, Inc. does not represent or endorse any realty company. All listings are on a four-week basis; if you would like to continue the listing for a succeeding four weeks you must advise the Administration Office before the initial four-week period expires. If information on the listing changes, you must e-mail the updated information to the administrative staff. Please do not offer any additional information; only the information requested on this form will be included in the listing. All information requested must be provided before the listing will be added to the Copperleaf website.