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Register For Access to a Package

Using the Registration Link to Review Documents

As a Buyer Agent, you may have been given a registration link by the Listing Team. Entering this link into the URL section of a browser will allow you to provide your contact information and access the files that the Listing Team has provided.

In order to review the documents, you must provide your information.

How It's Done

Step 1 – Place the link in the URL bar of your Browser

Most Agents will place a link in the confidential remarks in the MLS that you can use to register for access. Other agents will provide you with a link specific to the property package.

The screenshot shows a browser window with the HomeLight Listing Management logo in the top left and a 'LOGIN' link in the top right. The main heading is '1347 McGee Avenue' with the address 'Ciudad, CA 94806' below it. A profile picture of 'Randall Park' is in the top right corner. The central image is a large house with a swimming pool. Below the main image is a row of smaller images showing different parts of the property. On the right side, there is a 'REQUEST PROPERTY INFORMATION' form with the following fields: 'ROLE' (a dropdown menu with 'I am a...' selected), 'NAME' (a text input field with 'Enter your name...' placeholder), and 'EMAIL' (a text input field with 'Enter your email...' placeholder). A green 'REQUEST INFORMATION' button is at the bottom of the form.

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Step 2 – Select Role


There are Roles to select from:



1. **Buyer Agent** – Can share the package with buyer clients and submit an offer.
2. **Buyer** – Has a read-only view of the property package, cannot submit an offer.

LOGIN

1347 McGee Avenue

Ciudad, CA 94806

Randall Park



REQUEST PROPERTY INFORMATION

Request access to the property information package, review disclosures and submit offers.

ROLE

I am an Agent ▾

NAME

Enter your name...

EMAIL

Enter your email...

PHONE

Enter your phone number...

REQUEST INFORMATION

ASKING PRICE	BEDROOMS	SQ. FT.	LOT SIZE
\$687,000	3	1742	3000 Sq. Ft
PROPERTY TYPE	BATHROOMS	\$/SQ. FT.	YEAR BUILT
Single Family	2.5	\$394	2019

PROPERTY DESCRIPTION

Indoor-outdoor living at its best! This home makes it easy to move from inside to outside. The family room opens out to the back patio with French doors, and so does the master suite.

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Step 3 – Enter Contact Information and Request

Provide your Name, Email, and Phone Number. Entering your contact information helps the Listing Team keep track of who is able to access the package. They can quickly send notifications about any updates made to the file directly to you.



LOGIN

1347 McGee Avenue

Ciudad, CA 94806

Randall Park



REQUEST PROPERTY INFORMATION

Request access to the property information package, review disclosures and submit offers.

ROLE

I am an Agent

NAME

Tam Tobar

EMAIL

westt.tam@gmail.com

PHONE

(415) 841-2159

REQUEST INFORMATION

ASKING PRICE	BEDROOMS	SQ. FT.	LOT SIZE
\$687,000	3	1742	3000 Sq. Ft
PROPERTY TYPE	BATHROOMS	\$/SQ. FT.	YEAR BUILT
Single Family	2.5	\$394	2019


PROPERTY DESCRIPTION

Indoor-outdoor living at its best! This home makes it easy to move from inside to outside. The family room opens out to the back patio with French doors, and so does the master suite.

Step 4 – Invite Buyer Clients (Optional)


This is an optional step, you can always invite your clients to the property package after you get access to the file. When inviting your clients to the package through this step their contact information remains private and will never be shared with the listing team or other agents.


Be sure that the name and email of your client are entered in the designated fields. You can add multiple contacts to the package at once.









LOGIN

1347 McGee Avenue

Ciudad, CA 94806


Randall Park



SHARE WITH CLIENTS

Your client's contact information is **private** and will never be shared with the listing team or other agents.

NAME	EMAIL
<input type="text" value="Jose Miller"/>	<input type="text" value="josemiller@mail"/>
<input type="text" value="Name"/>	<input type="text" value="Email"/>

ASKING PRICE	BEDROOMS	SQ. FT.	LOT SIZE
\$687,000	3	1742	3000 Sq. Ft
PROPERTY TYPE	BATHROOMS	\$/SQ. FT.	YEAR BUILT
Single Family	2.5	\$394	2019

PROPERTY DESCRIPTION

Indoor-outdoor living at its best! This home makes it easy to move from inside to outside. The family room opens out to the back patio with French doors, and so does the master suite.

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Step 5 – Complete Registration

After all of the information has been provided there will be a prompt to check your email inbox.

If you do not see the **Check Your Email** header on this screen that means that the Listing Team will receive an email notification of your request to review the documents and they must manually approve or deny the request. This could cause a delay in your access to reviewing the documents.



LOGIN

1347 McGee Avenue

Ciudad, CA 94806

Randall Park



Check Your Email

An invitation to review documents has been sent to tadams.sf@gmail.com.

If you do not receive an invitation to review the materials in an amount of time that seems reasonable please contact the listing team again.

MAKE ANOTHER REQUEST



ASKING PRICE
\$687,000

BEDROOMS
3

SQ. FT.
1742

LOT SIZE
3000 Sq. Ft

PROPERTY TYPE
Single Family

BATHROOMS
2.5

\$/SQ. FT.
\$394

YEAR BUILT
2019

PROPERTY DESCRIPTION

Indoor-outdoor living at its best! This home makes it easy to move from inside to outside. The family room opens out to the back patio with French doors, and so does the master suite.

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Step 6 – Check Your Email

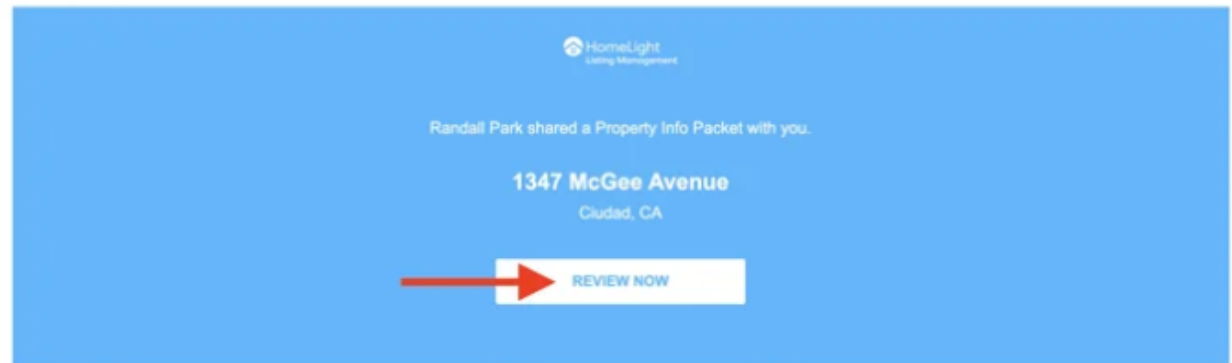
There will be a confirmation in your inbox within a few minutes of registering for access. Clicking on the **Review Now** button will take you directly to the property package to access all of the documents uploaded by the Listing Team.

Please do not forward this email, the link is specific to you.

1347 McGee Avenue: Randall Park shared access to the property info packet

1 message

Randall Park via Disclosures.io <assistant@disclosures.io>
Reply-To: randal@mailinator.com+1347-McGee-Avenue-3qgshy7r@relay.disclosures.io
To: west.tam@gmail.com



To respond, reply directly to this email.

Randall Park wrote:

Hi there,

Here is the Property info Packet for 1347 McGee Avenue. You can share it with buyers or your team by clicking the blue "Share" button.

Please do not forward this email, the link is specific to you.

Quick note: your client's information is only visible to you and your team. Disclosures.io is great about security.

Let me know if you have any questions.

Randall Park

Randall Park

Regarding: 1347 McGee Avenue, Ciudad CA

Why did I receive this?

Randall Park uses HomeLight Listing Management to securely manage Property Info Packets.