

Listing Broadcast Guidelines

LETS GET YOU CONNECTED

WHERE DO I START?

Create your flyer using the checklist below

- File is in PNG or JPG formats only - no PDFs please
 - One page only, no more than 2000px (11 inches) long
 - Contains the full property address
 - Contains the MLS# - if a non MLS listing, state so on the flyer
 - Contains the listing agents name
 - Contains the agency, office address, and phone number
 - Does not contain charity fund raising events
 - Does not contain soliciting or recruiting
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HOW MUCH DOES IT COST?

- \$11 for SBR Members per email broadcast, up to 7 days posted on the portal
 - \$32 for non-members
 - Please proofread! If we resend a flyer due to errors, you will be re-charged the transmission fee
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HOW DO I SEND MY FLYER?

Members

- Log into the Member Portal, choose "Listings" from the side menu
- Fill out the requested information, add your flyer to the search image and upload any other photos you'd like to add
- Choose the duration you'd like your flyer to be posted on the portal (up to 1 week) and how many broadcasts you'd like to send (up to 2)

Nonmembers

- Email your flyer to membership@seacoastboard.com
 - An invoice will be emailed to you
 - Once paid, your flyer will be scheduled for the next broadcast
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We cannot accommodate same day requests, flyers received by 3 pm will be scheduled for the next day.

Must be RESPA compliant | Questions? Contact membership@seacoastboard.com