



AI TECHNOLOGY

# ChatGPT Listing & Productivity Playbook





**This playbook shows real estate agents how to use ChatGPT 5.1 as a:**

- Listing description copywriter
- Marketing & social media assistant
- Client communication helper
- Systems, checklist, and business-planning partner
- Practice coach for scripts and objections

All prompts are written so you can copy, paste, customize, and go.

## How To Use This Guide

Use this guide any time you open ChatGPT 5.1:

- Choose a section (Listings, Social Media, Emails, etc.).
- Copy the prompt you want.
- Fill in the brackets [like this] with your own details.
- Paste into ChatGPT and hit enter.
- Edit the result into your own voice and style.

Tip: Save your favorite prompts in a document and reuse them for every listing and every client.

## LISTING DESCRIPTION PROMPTS

### Core Listing Description (Facts → Polished Copy)

Use this when you have property details and need a strong, compliant listing description.

You are an experienced real estate copywriter who understands MLS rules and Fair Housing. Write a compelling property description for this listing using clear, emotional, but not exaggerated language. Focus on benefits, lifestyle, and location while staying compliant (no mention of protected classes or “family-friendly,” “good schools,” etc.).

Details:

- Property type: [single-family / condo / townhome / etc.]
- Bedrooms/Bathrooms: [x bed / x bath]
- Square footage: [xxxx]
- Key features (bullets):
  - [feature 1]
  - [feature 2]
  - [feature 3]
- Upgrades/renovations: [list]
- Outdoor/amenities: [list]
- Neighborhood/location highlights: [list]
- Ideal buyer persona: [first-time buyer / downsizer / luxury buyer / investor / move-up buyer]
- Max characters for MLS: [e.g., 800 characters]

Output:

1. A primary description that fits within the character limit.
2. A shorter backup version in case the MLS trims characters.
3. A quick bullet list of “headline-worthy” phrases I can reuse in marketing.



## Turn MLS Description Into Website & Brochure Copy

Use this when you already have an MLS description but need something warmer and more story-driven.

Here is my current MLS description. Please:

1. Keep it Fair Housing compliant.
2. Rewrite it in a warmer, more story-driven tone for a property website and print brochure.
3. Add a short “Why we love this home” paragraph in the voice of the listing agent.

MLS description:

[paste description]

## Different Descriptions for Different Buyer Types

Use this when you want tailored descriptions for different likely buyers.

Using the details below, write three different versions of the listing description, each aimed at a different buyer persona:

- first-time buyers,
- move-up buyers who need more space, and
- downsizers who want low maintenance.

Keep all three Fair Housing compliant.

Property details:

[paste facts/bullets]

## Luxury & Lifestyle-Focused Description

Use this for luxury or lifestyle-driven properties.

Act as a luxury real estate copywriter. Write a high-end, lifestyle-focused property description for the following home. Emphasize experience, privacy, and prestige rather than just features. Keep it professional, not cheesy, and compliant with Fair Housing (no mentions of specific demographics or “exclusive” in a discriminatory way).

Details:

[paste facts/bullets]



## Turn Features Into Benefits

Use this when your draft reads like a boring feature list.

Convert these property features into benefit-driven phrases that speak to how buyers will feel and live in the home. Avoid clichés and keep sentences crisp.

Features:

- [feature 1]
- [feature 2]
- [feature 3]

Output:

- A bullet list: “Feature → Benefit” for each item.
- Then combine them into a polished description paragraph.

## Investor-Focused Description

Use this for investment properties where numbers matter.

Write an investor-focused description for this property. Emphasize numbers, potential returns, and strategy while remaining factual and avoiding promises or guarantees of results. Keep it professional and Fair Housing compliant.

- Property type: [SFR / duplex / etc.]
- List price: [\$X]
- Current rent or projected rent: [\$X]
- Expenses (taxes, HOA, etc.): [list]
- Occupancy status: [vacant / tenant-occupied]
- Any value-add potential: [e.g., cosmetic updates, rent increase opportunity]

Output:

- A short MLS-friendly description.
- A longer version suitable for an investor flyer or offering memo.



## SOCIAL MEDIA & BRANDING PROMPTS

### **Listing Social Media Captions**

Use this to quickly generate multiple social posts for one listing.

Write 5 social media captions (mix of Instagram, Facebook, and LinkedIn) to promote this listing. Vary the tone:

- one educational,
- one lifestyle-focused,
- one stats-focused,
- one “just listed” hype, and
- one “open house” teaser.

Include relevant local hashtags, but keep them under 8 per post.

Listing details:

[paste description or bullets]

### **Evergreen Educational Content Ideas**

Use this to create content that builds authority year-round.

Generate 10 content ideas and matching social captions to educate buyers and sellers in [your market area].

Keep the tone friendly, expert, and non-alarming. Focus on topics like pricing, inspections, appraisals, contingencies, and local market trends.



## EMAIL & TEXT TEMPLATES FOR CLIENTS

### Price Reduction Email to a Seller

Write an email from an agent to a seller recommending a price adjustment. Keep the tone respectful, data-based, and collaborative. Use “we” language and present 2–3 options (e.g., price change, condition improvements, or increased marketing). Avoid sounding panicked.

Context:

- Days on market: [X]
- Showings: [X]
- Feedback themes: [summary]
- Current list price: [\$X]
- Recommended price: [\$Y]

### Explaining an Offer to a Buyer

Explain this offer to my buyer in simple, friendly language. They are not familiar with real estate terms. Briefly describe price, earnest money, key contingencies, and timelines, and invite them to ask questions.

Offer summary:

[paste key terms]

### Script for a Tough “No Offers Yet” Conversation

Write a phone script for an agent calling a seller whose home hasn’t had any offers after [X] days. The seller is frustrated.

The script should:

- acknowledge their feelings,
- review market data,
- present 2–3 clear options, and
- end with a collaborative next step.



## CLIENT EDUCATION & EXPLAINERS

### Plain-English Contract Clause Explanation

Explain this contract clause in plain, friendly language for a first-time buyer. Use short paragraphs and avoid legal jargon. Then provide a one-sentence summary I can text them as a quick reminder. Do not give legal advice—just a practical explanation.

Clause text:  
[paste clause]

### Inspection Report Breakdown

Here is a list of inspection issues. Help me group them into:

- 1) safety/structural,
- 2) major but not urgent, and
- 3) minor/cosmetic.

Then suggest 3–4 possible strategies for how my buyer might respond (e.g., repair requests, credits, or “accept as-is”).

Issues:  
[paste bullet list]

### “What To Expect” Guide for Buyers

Create a simple “What to Expect From Your First Week Under Contract” guide for buyers in [state]. Use a friendly checklist format. Do not provide legal advice; keep it high-level and practical.



## SYSTEMS, CHECKLISTS & BUSINESS PLANNING

### **Listing Launch Checklist**

Create a detailed, step-by-step checklist for preparing and launching a new listing in [market]. Include:

- Pre-listing prep
- Photography
- Staging
- Marketing materials
- Sign and lockbox installation
- MLS input
- Social posts
- Open house prep

Organize it in logical phases with checkboxes.

### **New Buyer Consultation Questionnaire**

Design a buyer consultation questionnaire I can use in my first meeting. Include questions about:

- Timing
- Budget and financing
- Lifestyle needs
- Deal-breakers
- Preferred communication style
- Past real estate experiences

Format as a form with sections.



## Weekly Business Plan for Agents

Build a simple weekly workflow for a full-time real estate agent who wants to close [X] deals per year. Include time blocks for:

- Lead generation
- Follow-up
- Active client work
- Market study
- Content creation

Present it as a weekly schedule plus a checklist.

## MARKET INSIGHT & THOUGHT LEADERSHIP

### Market Update Script and Social Post

Using these stats, create:

- a one-minute video script,
- a detailed Facebook/LinkedIn post, and
- three short talking points I can use in conversations with clients.

Tone: calm, expert, and reassuring.

Stats:

[paste months of inventory, median price, DOM, etc.]



## POWER TIPS FOR USING CHATGPT

You can drop this as a side box or end panel in Canva:

- Give context

More details = better answers. Include property type, audience, goal, and any limits (like character count).

- Tell ChatGPT who to be

Start with phrases like:

“You are an experienced real estate copywriter...”

“You are a real estate coach...”

“You are a listing specialist...”

- Improve the first draft with follow-ups

Try:

“Make this shorter.”

“Make this more professional.”

“Make this more conversational.”

“Remove clichés.”

“Add more focus on [feature/benefit].”

- Save and reuse your best prompts

Keep a “My Prompts” document. Copy, paste, tweak, repeat.