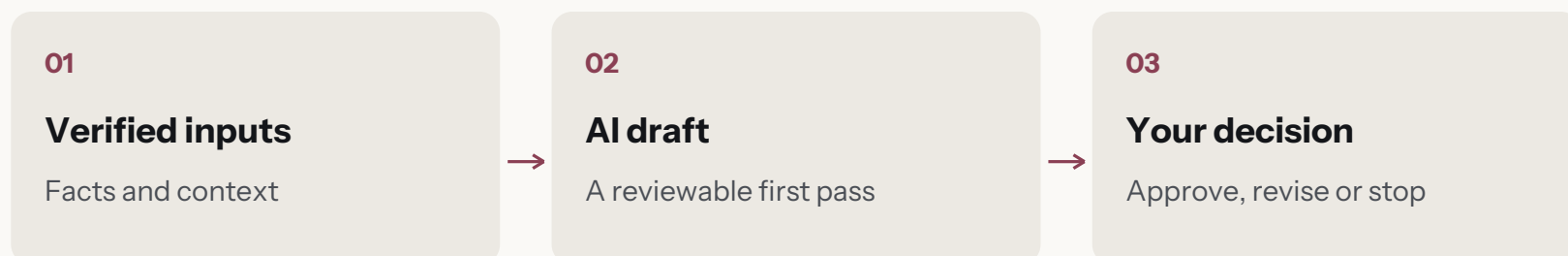


AI Listing & Follow-up Kit

Three complete workflows for US residential real estate.



Turn a small packet of property facts into drafts you can check. Work through a listing, a client reply and a follow-up plan, with copyable prompts, worksheets and original examples.

Inside

02-04 / Start with one AI chat.

21-28 / Plan follow-up with a clear stop.

05-12 / Draft a supported listing.

29-32 / Quick reference, sources and next steps.

13-20 / Answer the actual client question.

Practice first

All cases are fictional. This is a PDF field guide, separate from the Academy portal. It does not publish, send or install automations. No code or specific paid AI plan is required for the text exercises.

Open one chat. Start with fake data.

Choose a tool you can access, then check its settings.

You do not need to compare every model before starting. Open ChatGPT, Claude or Gemini in your browser. Sign in with an account you are allowed to use. Begin a new text conversation and run the small exercise below. Leave connected apps and document uploads out of this first practice.

A privacy setting is only one part of approval

Tool	Check before using it
ChatGPT	Review Data Controls and the model-improvement setting. Temporary Chat has different history behavior but can still involve safety retention. [6] [7]
Claude	Review the account's model-improvement choice and the policy for your plan. Consumer and commercial terms differ. [9]
Gemini	Review Keep Activity and the privacy notice. Turning activity off does not mean immediate deletion or no processing. [10]

For this kit

Use the fictional packets exactly as written. For real work, use only an approved service and the minimum information allowed by your organization. An alias alone does not anonymize a detailed transaction. Do not paste bank information, identity documents, access codes, signed contracts or a full CRM export into a practice chat. [\[4\]](#)

Your first prompt

Help me practice clear real estate writing with fictional data only.
 Task: rewrite these notes as one plain sentence.
 Facts: three bedrooms; two bathrooms; covered patio.
 Rules: use only those facts; add no location, dimensions, condition, buyer profile or promises.
 Then show a two-column table: each factual claim | the exact input that supports it.

Before moving on

- ☐ Find all three facts in the response.
- ☐ Cross out any new claim the model added.
- ☐ Ask for a revision if a claim has no input support.
- ☐ Save the prompt and reviewed result in your practice folder.

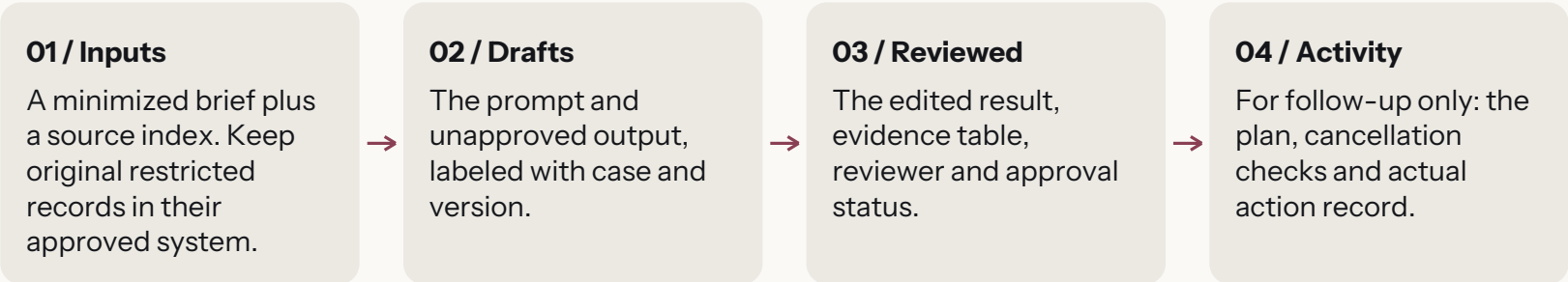
Clear instructions, context and iterative feedback are common recommendations across the tools. The evidence table in this kit is an A1 review device; the model's table is a suggestion you must verify. [\[5\]](#)[\[8\]](#)[\[11\]](#)

Give every draft a home.

Keep the source, draft and decision separate.

A polished paragraph is hard to trust when nobody can find its inputs. Create one small folder for each practice case. Your source packet is the version you reviewed before prompting. Your draft is the model's proposed wording. Your review record explains what you accepted, removed or still need to confirm.

A simple folder layout - no software setup



Copy this case header

Field	Your entry
Case ID	Practice-P014
Purpose / channel	Listing description / draft only
Packet version / date	v01 / YYYY-MM-DD
Prepared by	Practice reviewer
Source index	F01-F08; each source has a title, date and owner
Output version	Practice-P014_listing_v01_DRAFT
Review status	Unreviewed / needs evidence / approved / withdrawn
Next action	One named owner and a concrete task

Use names that make status visible: Practice-P014_listing_v02_REVIEWED. Do not overwrite the original packet to make it agree with a draft. When a fact changes, update the input version and review dependent statements again. Keep a pointer to the approved record instead of making uncontrolled copies of sensitive documents.

Use the smallest useful input

For a wording exercise, an internal alias and a few property facts are usually enough. Access, retention and sharing must follow your organization's policy; this kit does not set a universal record-retention period. The FTC recommends limiting unnecessary data and access and assessing service providers. [\[4\]](#)[\[15\]](#)

Do it now

Create a fictional case folder. Put the sentence from page 2 in Drafts. Add a review record with one decision: approved for practice only. Keep the fictional label even if the wording looks ready to publish.

Make confidence visible.

A fluent answer is not an evidence check.

Generative AI can confidently produce incorrect content. A model may also attach a plausible explanation to its own mistake. That is why you compare every important claim with the packet itself, not with the confidence of the answer. NIST discusses this behavior as confabulation. [\[13\]](#)

The A1 evidence states

State	Meaning	Action
Confirmed	The packet supports this exact statement and its scope.	Keep the source ID beside it during review.
Missing	No usable supporting fact was supplied.	Omit it or ask the owner for evidence.
Conflict	Two inputs disagree on a material point.	Hold the affected claim; request resolution.
Outdated	The source may no longer describe the current situation.	Reconfirm before relying on it.
Judgment	A tone or presentation choice, not a sourced fact.	Review for clarity, fairness and context.

A repair prompt you can reuse

Review the draft below against the supplied packet only. List unsupported, conflicting or outdated claims with their source IDs, if any. Do not invent evidence or browse to fill gaps. Rewrite only the affected sentences. Keep unresolved items in a separate 'Needs confirmation' list. Give short reasons for edits, not a confidence score.

PACKET: [paste minimized facts]

DRAFT: [paste text]

Open any source link before treating it as support. A link must substantiate the exact claim, refer to the right property or transaction and be current enough for the task. Gemini can display related material, but not every response contains sources. A source panel is a starting point for inspection. [\[12\]](#)

The five checks used throughout this kit

- ☐ Accuracy: can I locate support for each factual claim?
- ☐ Scope: did the model answer only the assigned task?
- ☐ Missing information: is uncertainty explicit?
- ☐ Action: is the proposed next step actually authorized?
- ☐ Human review: can I identify who approved this version?

Practice standard

A draft passes only when you can explain each important claim and the next action. Another AI's approval does not replace the responsible person's review.