

## GETTING PREPARED

This is an offline template to help you to type in or write down the information about your property for sale. If you have selected the option “iVendre creates your web page”, fill in this form by hand, and scan it then send it by email to [lequipe@ivendre.com](mailto:lequipe@ivendre.com) or print it and put it into the post and send it to us at iVendre, Les Tinières, 72150, Sarthe Courdemanche, France or use Adobe Reader on your PC, Laptop or tablet. For more information about how to do this see the last page of this document.

**Enter your Name, Email address, Full Property Address and telephone number below:**

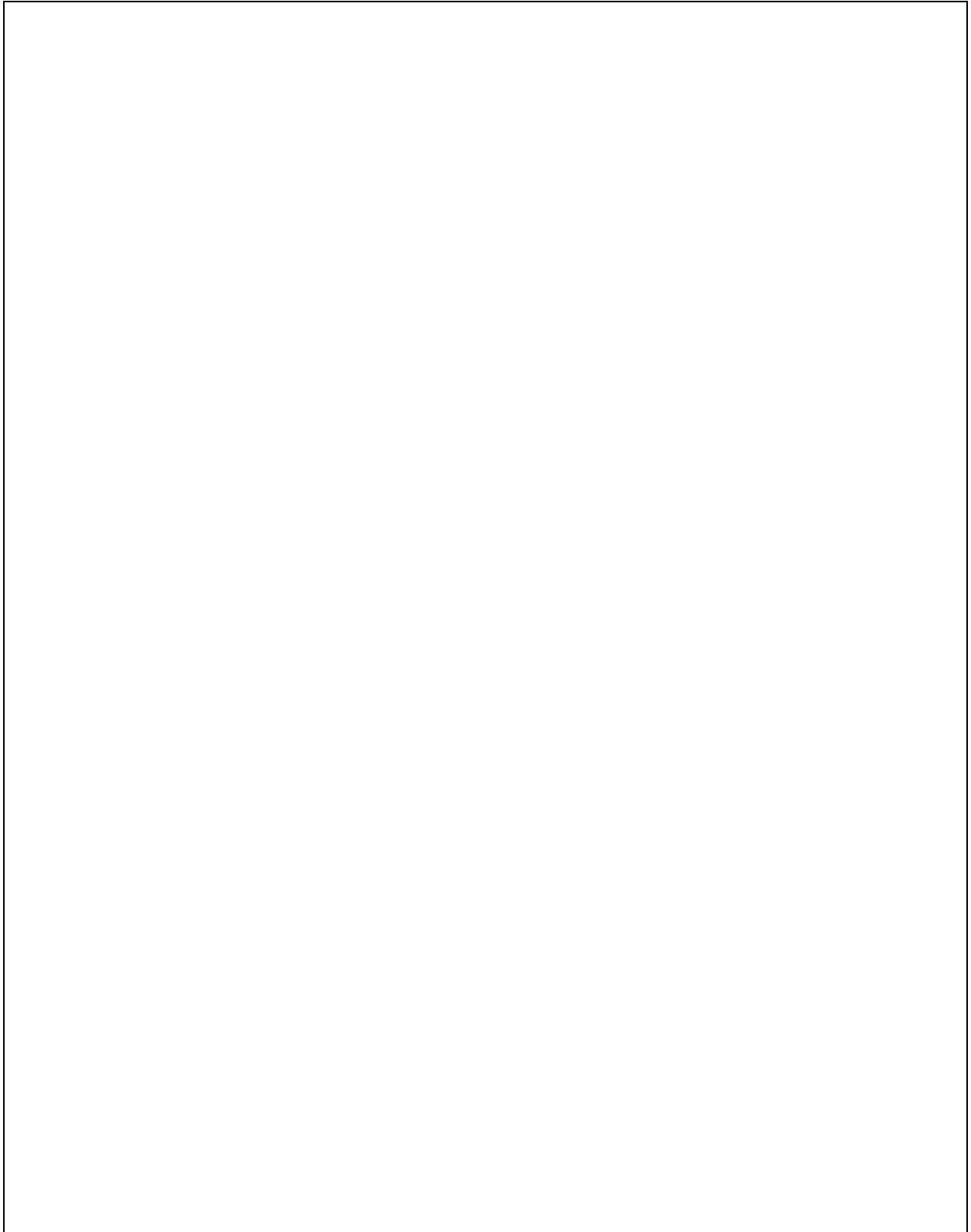
<b>Full Name:</b>	
<b>Email Address:</b>	
<b>Telephone number:</b>	
<b>Property Address:</b>	

## Property Summary

<b>Price Excluding Agents Fees €</b>

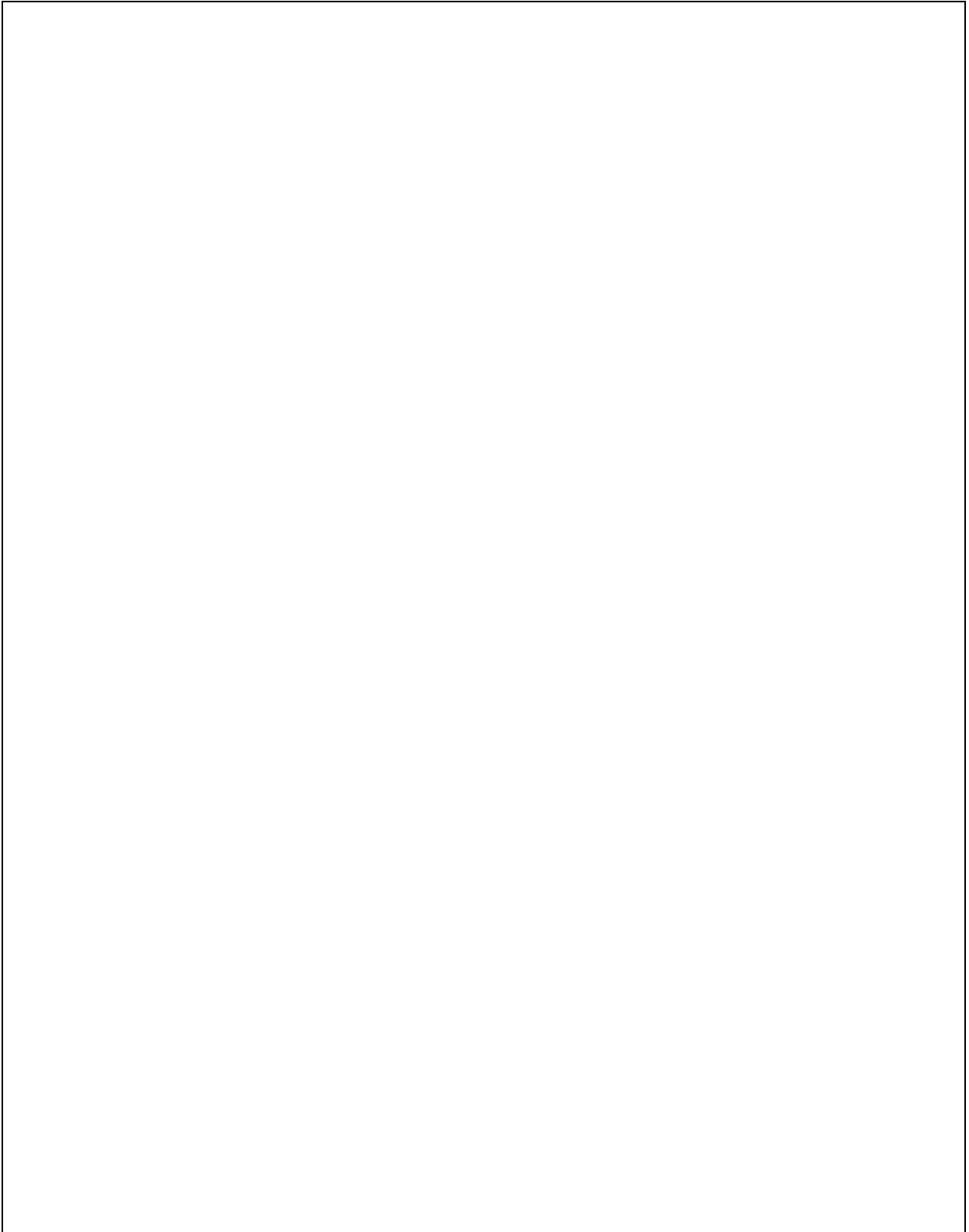
## GETTING PREPARED

### Ground Floor



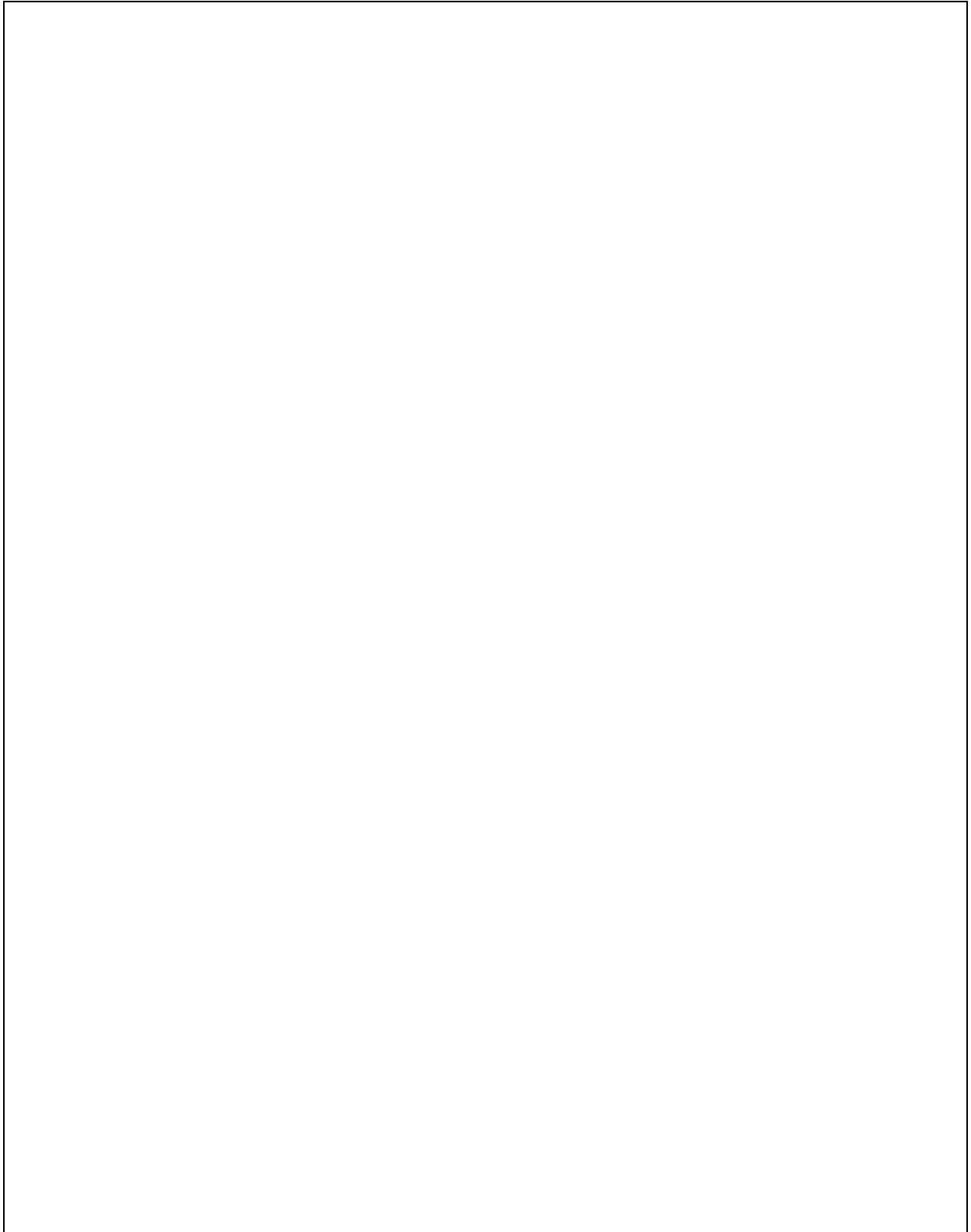
**GETTING PREPARED**

**First Floor**



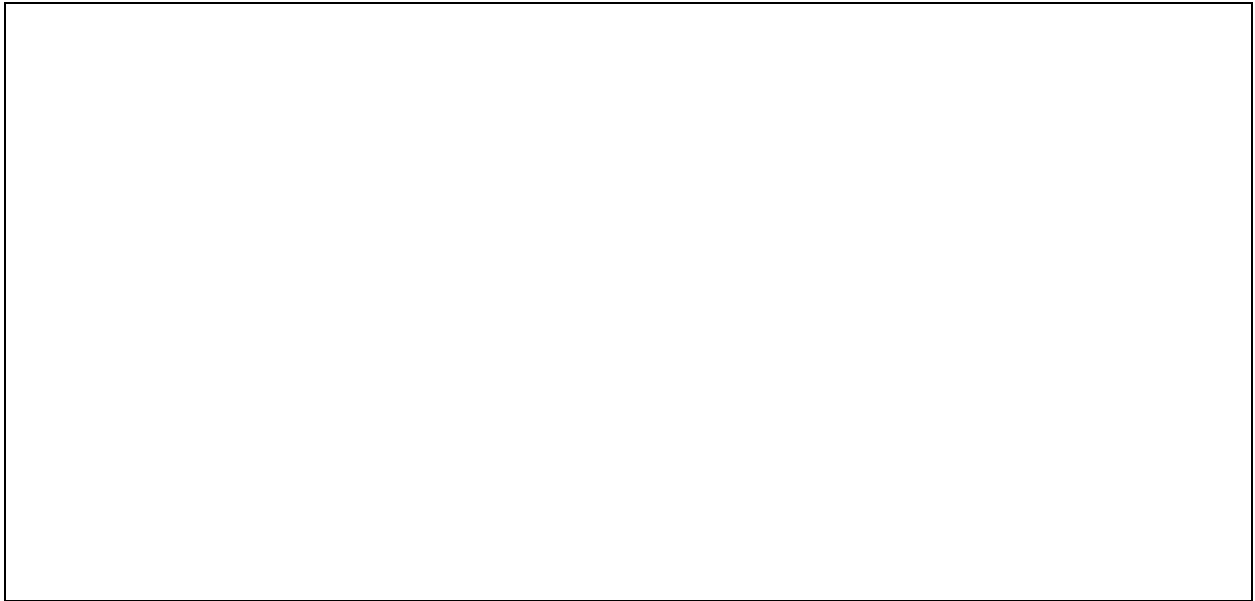
## GETTING PREPARED

### Second Floor

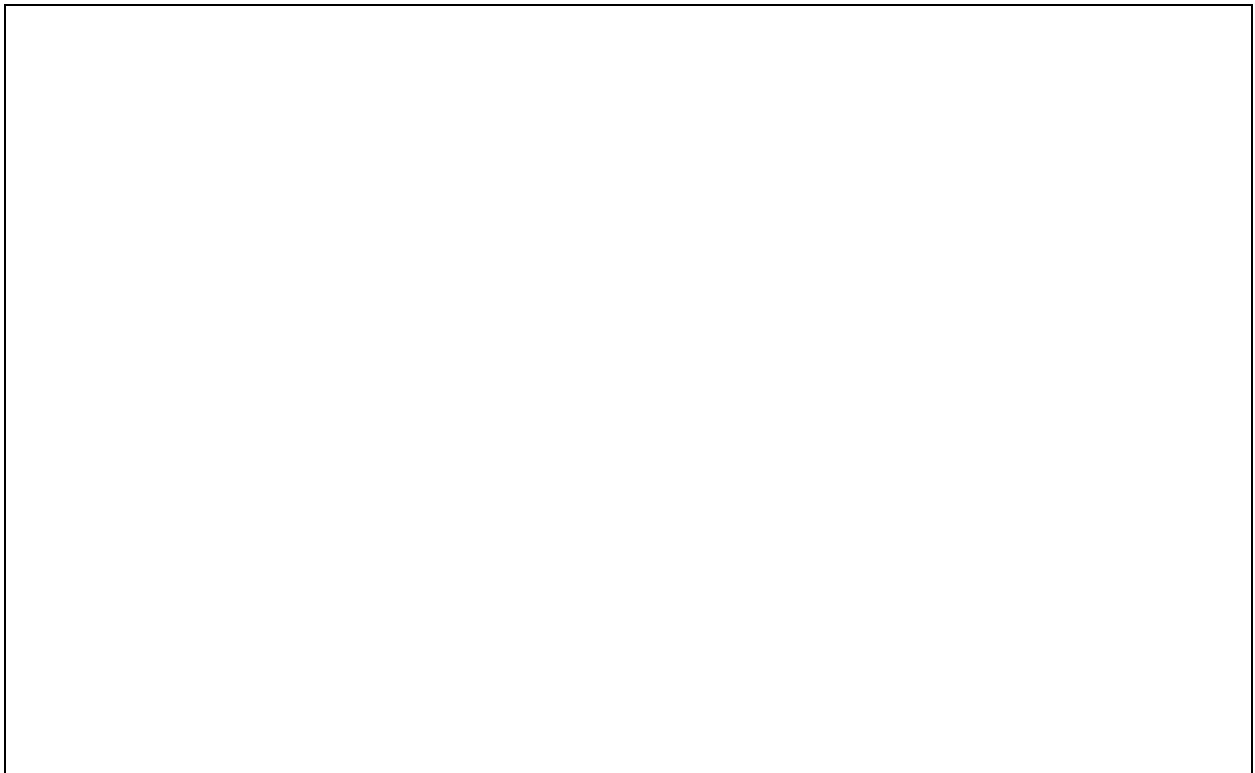


## GETTING PREPARED

### Basement

A large, empty rectangular box with a thin black border, intended for a drawing or description of the basement.

### The Grounds & Outbuildings

A large, empty rectangular box with a thin black border, intended for a drawing or description of the grounds and outbuildings.

## GETTING PREPARED

### Complementary Information / Locality

--

### Property Details

Accommodation Area	m <sup>2</sup>	Land Area	m <sup>2</sup>
Number of Bedrooms		Number of Bathrooms	
Number of Garages		Garages Area	m <sup>2</sup>
Number of Outbuildings		Outbuildings Area	m <sup>2</sup>
Do you have environmental ratings (DPE)? Yes / No		Latest Tax Foncière Amount	€
Link to Video of your property e.g. in YouTube			

## GETTING PREPARED

### Diagnostic of Energy Information (Please SELECT THE TICK if using the Adobe Reader Menu)

Energy Class (Please tick)

A	B	C	D	E	F	G	None
Enter Actual Energy Rating			kw/m <sup>2</sup> per year				

Greenhouse Gas Emissions (Please tick)

A	B	C	D	E	F	G	None
Enter Actual GES Rating			kg/m <sup>2</sup> per year				

### Features / Items included (Please SELECT THE TICK on the Adobe Reader Menu)

ADSL Internet	Air Conditioning	Balcony
Barbeque	Cellar	Central Heating (electric)
Central Heating (gas)	Central Heating (oil)	Central Heating (Town Gas)
Convactor Heaters	Covered parking	Dishwasher
Dryer	Fibre Internet	Fireplace
Freezer	Fruit Trees	Garden
Greenhouse	Lawn	Mains drainage
Off-mains drainage	Oven	Pond / lake
Refrigerator	Satellite Dish	Secure Parking
Swimming Pool (above ground)	Swimming Pool (in ground)	Terrace
Washing machine	Well	Workshop

Add more feature items below

## GETTING PREPARED


### Additional Information not covered in this document

#### Photos / Floorplan

We recommend that, after you have saved your photos (and your floor plan in pdf format if you are purchasing our “iVendre Creates your Web Page” option), you upload them to <https://wettransfer.com> sending to our email address, [lequipe@ivendre.com](mailto:lequipe@ivendre.com) . If you are sending this template by post, you could send the photos etc. on a non-returnable USB pen drive or CD.





## GETTING PREPARED

### How to Save or Print the Template

#### PC or Laptop

Click inside the document when it appears on your screen and click on the Save button, or the Printer button (if you are going to handwrite on the form). If Saving, the name of the document is “iVendre Webpage Template”. Please note down the location of where it is being saved so you can open it in Acrobat / Adobe Reader (you can of course change the folder to save in to, if necessary, before finally saving). Click on the Save button.


#### Tablet

Tap on the Action button in the top right  for iPad and select the “Save to Files” icon or  for other tablets and select Google Drive or, if offered, select Adobe Reader. Instead you can tap on the printer if you are going to handwrite on the form.

### Steps to Filling in this template on a device

Check if you have the Adobe Reader DC (Acrobat)App on your device. If not, go to your App Store or download it by clicking on <https://get.adobe.com/reader/?loc=uk>

#### PC or Laptop

If it is not already open, start your Adobe Reader App  on your device and click on My Computer, then on the Browse button to locate the folder where you saved the document. Open the iVendre Web Page Template. Click on **Tools** in the Adobe Reader menu and click on **Fill and Sign**. Click on **Ab** on the toolbar and click in each box to type in the information. Continue to do this for all the boxes, unless you are asked to use the ✓ (e.g. Diagnostic of Energy Information). Select the ✓ on the menu bar. When you have finished click on File on the menu bar at the top and Save As... Click in the File name box and click at the end of the word Template. Type in your surname and the date e.g. ivendre-web-page-template-Jones-Feb2019 and click on Save. You can select print from within Adobe Reader to print out your completed document.

#### Tablet

If it is not already open, start Acrobat (Adobe Reader DC) App on your device, tap on Files and open the iVendre Web Page Template. Tap in the Pencil icon and select the **Fill and Sign** option. Tap on **Ab** (or T) on the toolbar and tap in each box to type in the information. Continue to do this for all the boxes, unless you are asked to use the ✓ (e.g. Diagnostic of Energy Information). Select the ✓ on the menu bar. When you have finished tap on Done or Save. You can then select print from within Adobe Reader.