

Real estate

Listings, showings, deals and commission — a short guide for agents, teams, brokerages and property managers.

This covers only what is different for real estate. Scheduling, the board, contacts, reports and settings work the same as the main manual describes, so nothing here repeats it.

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1 · Choosing a real estate trade

Your trade decides the shape of the whole app, not just a few labels. Pick it at signup, or change it later under Settings → Shop details.

TRADE	WHAT YOU GET
Real estate agent	Listings, showings, deals, commission
Real estate team	The same, across several agents
Brokerage	The same, with brokerage splits per agent
Property management	All of the above plus work orders, quotes and invoicing
Real estate investor	Deals and projects, with day-long appointments
Real estate photography	Route-ordered shoots across listings
Home staging	Projects that run across several days

Choosing one of these replaces Quotes and Cases with Listings and Commission, renames Pipeline to Deals, and sets a new appointment to 30 minutes rather than an hour.

2 · Listings

A listing is a property you are working, at any stage from prospect to sold.

Adding one

Listings → **+ Listing**. Only the address is required. Everything else can be filled in as you learn it.

FIELD	WHY IT MATTERS
Status	Drives the counts at the top and the sort order
List price	Feeds active volume, and the commission calculator
Beds / baths / sq ft	So you can answer a buyer without opening the MLS
MLS number	Searchable, so you can find a listing by it
Lockbox code	On the listing, not in a text thread you have to scroll
Showing instructions	Shown to whoever is running the appointment
Listed on	Starts the days-on-market count

Days on market

A listing past 60 days with no showings in the last fortnight shows its day count in red.

That is not a warning about the software. It is the conversation you probably need to have with that seller about price, and it is the kind of thing that is invisible in a spreadsheet until it is too late.

3 • Showings

A showing is an appointment against a listing. It appears on your board and calendar alongside everything else, and runs through the same four taps.

Booking one

From Listings, tap **Showing** on the row and the listing is filled in for you. Or from the Board or Calendar, tap an empty slot and pick the listing from the dropdown.

On site

TAP	WHAT HAPPENS
Start drive	Navigation opens. The board shows you are moving.
Arrived	A timer starts, so you know how long showings really take
Photo	Compressed on your phone, attached to the listing
Finish showing	Timer stops. Add feedback while it is fresh.

Showings default to 30 minutes. Change it on the appointment if you need longer, or change the default under Settings.

With no signal

Everything above works in a basement or a new build with no service. Status changes, photos and notes queue on your phone and send themselves when signal returns. You do not need to remember to do anything.

4 • Deals

A deal is a transaction you are working, from first contact to closing.

Stages

STAGE	MEANS
Lead	Someone got in touch, nothing agreed
Nurturing	Real but not ready — months out
Appointment	Listing presentation or buyer consultation booked
Agreement	Listing agreement or buyer agreement signed
Showing	Actively touring
Offer	Offer written or received
Under contract	Executed — dates now matter
Closed	Funded and recorded

Dates that matter

A deal holds the contract date, inspection deadline, financing deadline and closing date, plus the lender and title company. These are the dates that cost you a deal when they slip, which is why they sit on the record rather than in your head.

5 • Commission

Commission is not an invoice, and Everglow does not pretend it is. It is a split of a closing, usually shared with a brokerage and sometimes with a referring agent.

Recording one

Commission → + **Commission**. Enter the sale price and your side percentage and the gross is worked out for you. Or type the gross directly if it is not a straight percentage.

FIGURE	EXAMPLE
Sale price	\$485,000
Your side, 3%	\$14,550 gross
Brokerage split, 20%	– \$2,910
Referral fee out	– \$3,637
Net to you	\$8,003

A percentage always wins

If you enter a brokerage percentage, it governs. Change the gross later and the split recalculates. To use a flat amount instead, clear the percentage and type the figure.

Status

Pending while under contract, closed once it funds, paid when the money reaches you. The four figures at the top of the page show paid this year, closed but awaiting payment, still in the pipeline, and total received.

Closed-but-unpaid is the number worth watching. It is money you have earned and not been given, and it is the one most agents cannot state from memory.

6 • Property management

Property management is the one trade that keeps everything, because you hold property and dispatch repairs against it.

You get listings and deals as above, plus work orders, quotes, issue tracking and invoicing. A repair at a managed property is a work order against that property, and it invoices like any other job.

7 • What Everglow does not do

Said plainly, because finding out later is worse.

NOT INCLUDED	USE INSTEAD
MLS or IDX integration	Your MLS provider
Lead capture forms	Follow Up Boss, kvCORE, Chime

Drip campaigns	The same
Transaction coordination checklists	Dotloop, SkySlope
E-signature	DocuSign — Everglow captures in-person signatures only

Everglow handles the part after a lead becomes someone you are actually working with: showings, deals, dates and getting paid. If lead generation is the problem you are solving, one of the tools above will serve you better, and we would rather say so now.

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