



REALTOR LAUNCH
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ANTILLIA

Realtors' User Guide

A practical, end-to-end handbook for publishing, presenting and managing Caribbean property on Antillia.

THE CARIBBEAN, VERIFIED.

START HERE

Welcome to your Antillia desk

This guide follows the same order you will use in real work: join, verify, build your presence, publish, respond to buyers, manage diligence, and understand performance.

Part 1 · Join Account, verification, profile and membership.	Part 2 · Publish Manual entry, link import, website import and owner submissions.
Part 3 · Present Property pages, exact galleries, 360° media and AI reconstructions.	Part 4 · Convert Leads, scoring, briefs, calendar and follow-ups.
Part 5 · Advise Island intelligence, due diligence, finance and advisor routing.	Part 6 · Measure Commissions, expenses, P&L; reports and exports.

Important: AI outputs and planning figures support professional judgement; they do not replace legal, financial, valuation, surveying or engineering advice.

PLATFORM OVERVIEW

What Antillia gives your office

**Verified presentation**

Every approved property is presented with its source, its own gallery and the correct jurisdiction.

Four publishing paths

Create manually, import property links, scan a website or collect an owner submission.

Buyer intelligence

Connect listings to destination profiles, climate research, costs, maps and due-diligence tools.

AI operating support

Score leads, generate a morning brief and turn high intent into priority follow-up.

Private transaction tools

Use the Vault, Deal Rooms, advisors and document drafts to support the next stage.

Business visibility

Track commissions, expenses, net profit and margin by property, island or office.

ACCOUNT SETUP

1. Create and activate your Realtor account

- 1** Create or sign in
Open Verified Buyer Access. Use email and a password of at least eight characters, or continue with Google.
- 2** Confirm your email
If you use email registration, open the confirmation message before expecting full access.
- 3** Request Realtor verification
Open the Realtor Portal. If access is not active, use the verification request link. The team reviews Realtor access.
- 4** Return to your desk
After verification, open Realtor Portal from the site menu. Your listings, leads, AI brief and business tools are together.
- 5** Complete your public profile
Add your display name and a clear portrait, then open View my public page to review the buyer-facing result.

Access note: Direct publishing, the private desk, lead records and P&L; tools require verified Realtor access.

PROFILE, BRANDING AND MEMBERSHIP

2. Build a trusted public presence

Public profile Approved listings, islands served and portfolio activity connect to your public identity.	Portrait Upload a professional image under 10MB from Edit profile.
Office branding Organisation owners can apply a logo, colours, typography and approved custom styling.	Membership Review monthly or annual membership options on the Membership page; current access shown in the app is authoritative.
Shareable links Use your public profile and individual property URLs in WhatsApp, email and client conversations.	Accessibility Buyers can use persistent reading and visual controls; keep listing copy clear and descriptive.

FOUR WORKFLOWS, ONE INVENTORY

3. Choose the right publishing path



Manual Best when you hold original details and media.	Property links Best for a small group already published online.
Entire website Best for an established agency portfolio.	Owner submission Best when an owner needs to supply rich media and property details.

Possible duplicates are blocked for review using source URL and destination-scoped identity signals. Never create a second record to bypass a warning; inspect the existing property first.

WORKFLOW A · NEW LISTING

4. Publish a listing manually

- 1** Open New listing
From your desk, choose + New listing.
- 2** Identify the property
Enter a specific title, island, location, property type, parish or district, and region.
- 3** Set the commercial position
Add the USD asking price, listing type and availability: For Sale, For Rent or Under Contract.
- 4** Describe what is known
Add beds, baths, area, a factual description and up to 20 comma-separated features.
- 5** Add photographs
Upload at least one image; the first image becomes the cover. Up to 20 images under 15MB each are accepted.
- 6** Publish and inspect
The verified-Realtor form publishes immediately. Open the full listing and check gallery, wording, map, finance and Realtor link.

WORKFLOW B · UP TO 10 URLS

5. Import property links

- 1** Open Import from link
Paste one public property URL per line, up to 10.
- 2** Read properties
Antillia collects available listing details and exact-page images into editable drafts.
- 3** Confirm the island
This is essential: it controls destination intelligence, research links and reporting.
- 4** Edit every field
Check title, price, type, availability, original category, location, rooms, area, description and contacts.
- 5** Clean the gallery
Remove logos, banners, team portraits, nearby properties and any image not belonging to the exact listing.
- 6** Publish ready records
Publish one-by-one or choose Publish all ready. Open each result before sharing.

WORKFLOW C · AGENCY PORTFOLIO

6. Import an entire website

- 1** Paste the homepage
Use the website's public starting address.
- 2** Find property pages
The scanner returns likely listing pages and marks records already imported.
- 3** Select intentionally
Tick only active property pages. Existing records should not be re-imported.
- 4** Read selected properties
Antillia creates editable drafts. Large websites can take time.
- 5** Spot-check categories and images
Review source category, availability, island, location and every gallery.
- 6** Publish in controlled batches
Correct incomplete records first; do not publish a record with uncertain jurisdiction or unrelated images.

If a site cannot be read: try the individual public property URL. Sites that require login or block automated access may need manual entry.

WORKFLOW D · RICH MEDIA INTAKE

7. Invite an owner to submit

- 1** Share Submit Property
The owner must sign in before submitting.
- 2** Collect core facts
Ask for property identity, location, asking details and a factual description.
- 3** Collect media
The form can accept photographs, 360° panoramas, a 3D model and supported tour links.
- 4** Collect source channels
The owner may add a website and social links connected to the property.
- 5** Review the live result promptly
Current submissions may become approved records immediately. Verify facts, gallery and assignment before promotion.
- 6** Correct or remove if needed
Use the Realtor desk to edit your assigned record or remove it from Antillia without changing the owner's external website.

AVAILABILITY, DETAILS AND PORTFOLIO

8. Manage your listings from the desk

- 1** Open the property
Select the listing title to drill into the complete property page.
- 2** Update availability
Keep For Sale, For Rent and Under Contract accurate.
- 3** Edit essential fields
Update title, asking price, property type, parish and region inline.
- 4** Review the buyer experience
Check mobile display, gallery, source, property facts, map and financial tools.
- 5** Close and return
Use the round X on the property page to return to the desk.
- 6** Remove carefully
Removal affects Antillia only; the source website remains unchanged.

BUYER-FACING PROPERTY EXPERIENCE

9. Present property with confidence



Exact gallery Only the property’s own images should appear.	Source provenance The original public listing source remains available when supplied.
Currency display Clearly identified prices can be viewed in supported currencies; unclear prices retain original text.	Planning tools Finance and monthly-cost tools support early conversations, not lending advice.
Maps Location and Google Earth links help buyers understand context.	Intelligence Risk and destination evidence is labelled honestly when property-level analysis is pending.

IMMERSIVE PRESENTATION

10. Use 360° and AI media responsibly

- 1** Open 360° Tour Studio
Choose one approved listing.
- 2** Review scenes
The studio uses that listing's panoramas, cover and gallery only.
- 3** Know the difference
A true 2:1 panorama gives a full look-around. Flat photos are visibly labelled and provide limited movement.
- 4** Preview room by room
Open a scene, switch images and confirm every frame belongs to the property.
- 5** Use AI Builder only when eligible
Residential listings need at least three of their own source photographs.
- 6** Keep the disclosure
AI reconstructions are illustrative spatial transitions, not architectural plans or measured representations.

The "Send for 3D conversion" action is currently labelled as a test. Do not promise a completed 3D service until the application confirms delivery.

CRM AND LEAD PIPELINE

11. Work every enquiry

- 1** Watch live alerts
New enquiries, investment briefs and Vault introductions can appear on the Realtor desk.
- 2** Open the lead
Review the information the buyer chose to provide.
- 3** Set pipeline status
Move the lead through New, Contacted, Qualified, Viewing, Offer, Closed or Lost.
- 4** Write private notes
Record the last conversation, concerns, property fit and agreed next action.
- 5** Score when useful
Ask the AI Chief of Staff to qualify an unscored lead.
- 6** Act on the recommendation
The result includes a 1-100 score, reasoning and one recommended action. Always review before acting.

DAILY PRIORITIES, NOT AUTOPILOT

12. Use the AI Chief of Staff



Morning brief Summarises top recent lead scores, follow-ups due soon, today’s events and office/accounting totals.	High-intent automation A score above 80 creates a high-priority follow-up task due within four hours.
Manual refresh Refresh Brief updates today’s briefing from current records.	Human review Every brief is labelled AI guidance. Check the source records before contacting a client.
Privacy Lead records, notes and office figures stay inside the Realtor workflow.	Scheduled delivery Configured Realtors can receive an automatically generated morning office brief.

CALLS, VIEWINGS AND OUTCOMES

13. Track follow-ups and appointments

- 1** Add a follow-up
Choose Call, Viewing, Email or Other; set a due time and a clear title.
- 2** Link the lead
Connect the task to the relevant buyer when appropriate.
- 3** Add preparation notes
Record questions, documents needed or the purpose of the contact.
- 4** Update the outcome
Save call results or viewing feedback; set Pending, In progress or Completed.
- 5** Add a calendar event
Choose Viewing, Call, Meeting or Other, then add time, location and related lead.
- 6** Refresh the brief
Upcoming and overdue work appears in the Chief of Staff's briefing so nothing depends on memory alone.

DESTINATION AND DUE DILIGENCE TOOLS

14. Guide buyers with sourced island intelligence



Destination profiles Geography, currency, buying context and linked research.	Due Diligence AI Ask jurisdiction-specific questions and follow the sources returned.
Risk framework Seven areas; island benchmarks are not property-specific ratings.	Market Pulse Review displayed market indicators and their stated basis.
CBI comparison Use official programme links where citizenship investment is relevant.	Research library Open climate and hazard references rather than relying on unsupported claims.

FINANCE, ADVISORS AND PRIVATE TOOLS

15. Move a serious buyer forward

Financing Use mortgage and monthly-cost estimates as planning support; confirm lender terms.	Commission calculator Choose island, sale price and split. Treat database rates as indicative and confirm the agency agreement.
Advisor Marketplace Filter local professionals by jurisdiction, credential, language and rate; requests do not take payment immediately.	Vault Verified access can reveal confidential opportunities; introductions create a lead for follow-up.
Deal Rooms Create a private workspace around an analysed property and its diligence milestones.	Documents Prepare draft agreements, licence applications, title-transfer documents and mortgage letters; route legal documents for professional review.

INCOME AND EXPENSES

16. Record your property business

- 1** Open Profit & Loss
Your inventory summary shows assigned, published, for-sale and under-contract counts.
- 2** Choose the property and island
Selecting one of your listings can fill its island.
- 3** Choose Income or Expense
Use categories such as commission, referral, marketing, media, staging, maintenance, legal, travel or co-broker split.
- 4** Enter date, amount and currency
Keep the memo specific enough for later review.
- 5** Save the entry
Totals and breakdowns update from saved records.
- 6** Correct mistakes
Delete an incorrect entry and record it again with the right details.

PROPERTY, ISLAND AND OFFICE REPORTING

17. Read and export P&L;

- 1** Choose report currency
Currencies remain separate; the report does not use estimated exchange rates.
- 2** Choose scope
View the entire office, one or more islands, or a single property.
- 3** Set dates
Create a transaction-period, monthly, quarterly or annual view.
- 4** Read the totals
Review commissions received, total income, expenses, net profit and margin.
- 5** Inspect breakdowns
Compare property, island and category performance.
- 6** Export or print
Download CSV for analysis, or Print / Save PDF for a shareable report.

Accounting boundary: this is a management ledger. Reconcile it with bank records and professional accounting advice before tax or statutory reporting.

A RELIABLE FIVE-MINUTE RHYTHM

18. Daily operating checklist

- 1** Open Today's Brief
Confirm priorities, events and P&L; totals.
- 2** Work hot and overdue items
Review AI reasoning, then use professional judgement.
- 3** Update pipeline and notes
Leave every active lead with a clear next step.
- 4** Check listing availability
Remove stale promises from the buyer journey.
- 5** Record money movements
Capture commissions and expenses while the context is fresh.
- 6** Protect client information
Use private notes only for necessary business information; never share another client's details.

WHEN SOMETHING DOES NOT LOOK RIGHT

19. Quick troubleshooting

Cannot open Realtor Portal Sign in first. If signed in, request Realtor verification.	Duplicate warning Stop and inspect existing records; never bypass the warning with altered wording.
Import cannot read a page Try the direct public property URL or use manual entry.	Wrong or unrelated image Remove it before publishing; exact-property galleries protect trust.
Flat photo in 360° viewer Use a true 2:1 equirectangular panorama for full look-around.	No AI brief yet Choose Refresh Brief; scheduled briefs depend on the Realtor's configured delivery settings.
No P&L; totals Record ledger entries and check the selected report currency/date range.	AI answer uncertain Open the cited sources and route legal, tax, structural or valuation questions to a qualified advisor.

LAUNCH CHECKLIST

Your first 30 minutes

- 1

Create and confirm your account
Use your professional identity.
- 2

Request Realtor verification
Wait for approved access.
- 3

Add your profile portrait
Review the public profile.
- 4

Publish or import one listing
Inspect every field and image.
- 5

Open the complete property page
Check the buyer journey on mobile.
- 6

Add one follow-up and event
See how work appears in the desk.
- 7

Generate your first brief
Review its score reasoning and recommendations.
- 8

Open Profit & Loss
Record real entries only; keep currencies separate.

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WATCH THE LAUNCH	antillia.online/realtor-launch



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**Give every serious buyer a more
intelligent way to move forward.**

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