



Sellers & landlords

List your property, earn a verified badge buyers believe, and manage viewings and enquiries in one place.

📋 12 steps

🕒 About 20 minutes

📖 WHAT YOU'LL NEED

- A Level 3 account to publish (drafts work at any level)
- At least 3 good photos
- Your title documents as PDF, JPG or PNG
- The exact location of the property

🌟 BY THE END YOU'LL HAVE

- ✓ A live listing with a document badge
- ✓ Open viewing times people can book
- ✓ A tidy trail of chats, viewings and invoices

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STEP 1 OF 12

Get transaction-ready

You can prepare listings as drafts right away, but publishing needs Level 3.

- ✓ Complete NIN, BVN and the liveness check from **Account** → **Verification**.
- ✓ Make sure you have a Seller or Landlord profile (add it under **Account** → **Profile** if not).

The screenshot shows the 'Bricks & Click' verification interface. At the top, there's a navigation bar with links: 'Buy', 'Rent', 'List a property', and 'How verification works'. Below this is a progress bar with four stages: 'Activates your account', 'Browse, search and save', 'NIN - unlocks chat & viewings', and 'NIN + BVN + liveness'. The main area contains three verification cards, each with a 'Not started' status indicator.

- National ID (NIN)**: Confirms who you are. Unlocks chat and viewing requests (level 2). It includes a field for '11-digit NIN' and a checkbox for consent to verify identity. A 'Verify NIN' button is at the bottom.
- Bank Verification (BVN)**: Confirms your bank identity for transactions and invoices (needed for level 3). It includes a field for '11-digit BVN', a 'Date of birth' field (mm/dd/yyyy), and a checkbox for consent to verify BVN. A 'Verify BVN' button is at the bottom.
- Liveness check**: A quick selfie check proves you're a real person and stops impersonation (level 3). It features a 'Start liveness check' button.

At the bottom, a section titled 'What each level unlocks' shows 'Browse, search, save homes and searches' as unlocked.

Level 3 = all three green.

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STEP 2 OF 12

Start a listing

Choose sale or rent and the property type. Everything else comes next.

- ✓ Open **List a property** in the menu.
- ✓ A working title is optional. You can refine it later.
- ✓ Your work saves as you go, so you can leave and come back from **Your listings**.

The screenshot shows a web browser window with the 'Bricks & Click' logo and navigation links: 'Buy', 'Rent', 'List a property' (highlighted), and 'How verification works'. On the right, there are icons for search, chat, heart, bell, and a user profile 'DL'. The main heading is 'Create a listing' with a subtext: 'Start with the basics. You'll add details, photos, location and documents next — and can save as a draft at any point.'

The form contains the following sections:

- What are you offering?**: Two buttons, 'For sale' (highlighted in orange) and 'To rent'.
- Property type**: A row of buttons: 'House' (highlighted in dark blue), 'Apartment', 'Penthouse', 'Land', 'Commercial building', and 'Office'.
- Working title (optional)**: A text input field containing 'e.g. Spacious 3-bedroom flat in Yaba'.
- A note below the title: 'You can refine it later.'
- A large orange button at the bottom: 'Start my listing' with a house icon.

Two choices to begin.

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STEP 3 OF 12

Fill in the basics

Sale or rent, type, title and price.

- ✓ Write a clear title with the key facts, such as bedrooms and area. **No phone numbers, e-mails or street addresses.**
- ✓ Rent is per year or per month; add a service charge if there is one.
- ✓ Switch on *Price is negotiable* if you are open to offers.

The screenshot shows the 'Basics' form in the Bricks & Click interface. On the left, a vertical rail lists seven steps: 1 Basics (selected), 2 Details, 3 Location, 4 Photos & 3D, 5 Documents, 6 Viewings, and 7 Review & publish. The main form area is titled 'Basics' and contains the following sections:

- Is it for sale or to rent?**: Two buttons, 'For sale' (highlighted with a red border) and 'To rent'.
- Property type**: A row of buttons: 'House', 'Apartment' (highlighted with a dark background), 'Penthouse', 'Land', 'Commercial building', and 'Office'.
- More specifically (optional)**: A text input field with a hyphen '-'.
- Listing title ***: A text input field containing 'Bright 2-bedroom flat in Yaba tech district'. Below it, a small note reads: '43/160 - e.g. "Spacious 4-bedroom duplex with BQ in Lekki Phase 1". No phone numbers, e-mails or street addresses.'
- Asking price (N) ***: A text input field containing 'N 68,000,000'.
- Price is negotiable**: A toggle switch that is currently turned off. Below it, a small note reads: 'Buyers see a small "Negotiable" tag.'

The left rail shows your progress through the seven steps.

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STEP 4 OF 12

Add the details

Rooms, size, power, amenities and your description.

- ✓ Use the +/- steppers for bedrooms, bathrooms, toilets and parking.
- ✓ Add floor area (or plot size for land) and hours of electricity per day. Buyers filter on it.
- ✓ Tick every amenity that applies: generator, security, borehole, pool, gym and more.
- ✓ The description needs 50+ characters. Describe layout, condition and neighbourhood.

**CAREFUL**

If your text looks like it contains a street address, we warn you. Addresses are shown only to confirmed viewers.

Bricks & Click Buy Rent List a property How verification works

Details

Bedrooms: - 2 + Bathrooms: - 2 + Toilets: - - + Parking spaces: - - +

Floor area (sqm): 110 Year built: e.g. 2021 Furnishing: Not specified

Electricity (hours per day): 0-24 Ready for handover from: mm/dd/yyyy

Pet friendly: ☐

Amenities

ESSENTIALS

☐ Parking ☐ Standby generator ☐ Solar / inverter

☐ Borehole / water treatment ☐ Prepaid meter

SECURITY

☐ 24/7 security ☐ CCTV ☐ Gated estate

☐ Perimeter fence

LIFESTYLE

Amenities power the search filters.

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STEP 5 OF 12

Set the location (privately)

Find the property, drop the pin, then choose the public area.

- ✓ Search for the street or estate. Pick a result, or click the map and drag the pin exactly onto the property.
- ✓ Choose State and LGA, plus city and neighbourhood. These are public.
- ✓ Type the **street address and landmark**. These stay private until you confirm a viewing.
- ✓ After saving you see a preview of exactly what the public will see: only a shaded circle.



GOOD TO KNOW

If your pin is far from the state you chose, we warn you. It is usually a mis-click.

Bricks & Click

Buy Rent List a property How verification works

Basics

Details

3 Location

4 Photos & 3D

5 Documents

6 Viewings

7 Review & publish

1 - Find the property

Yaba, Lagos Mainland, Lagos State

Pin set: 6.58682, 3.37549 - drag it or click the map to adjust.

2 - Public area (shown to everyone)

State * Lagos

Local government area * Lagos Mainland

City / town Lagos Mainland

Neighbourhood / estate Yaba

e.g. Lekki Phase 1, Maitama, Eweti Housing

Drag the pin to be precise. Only you ever see it.

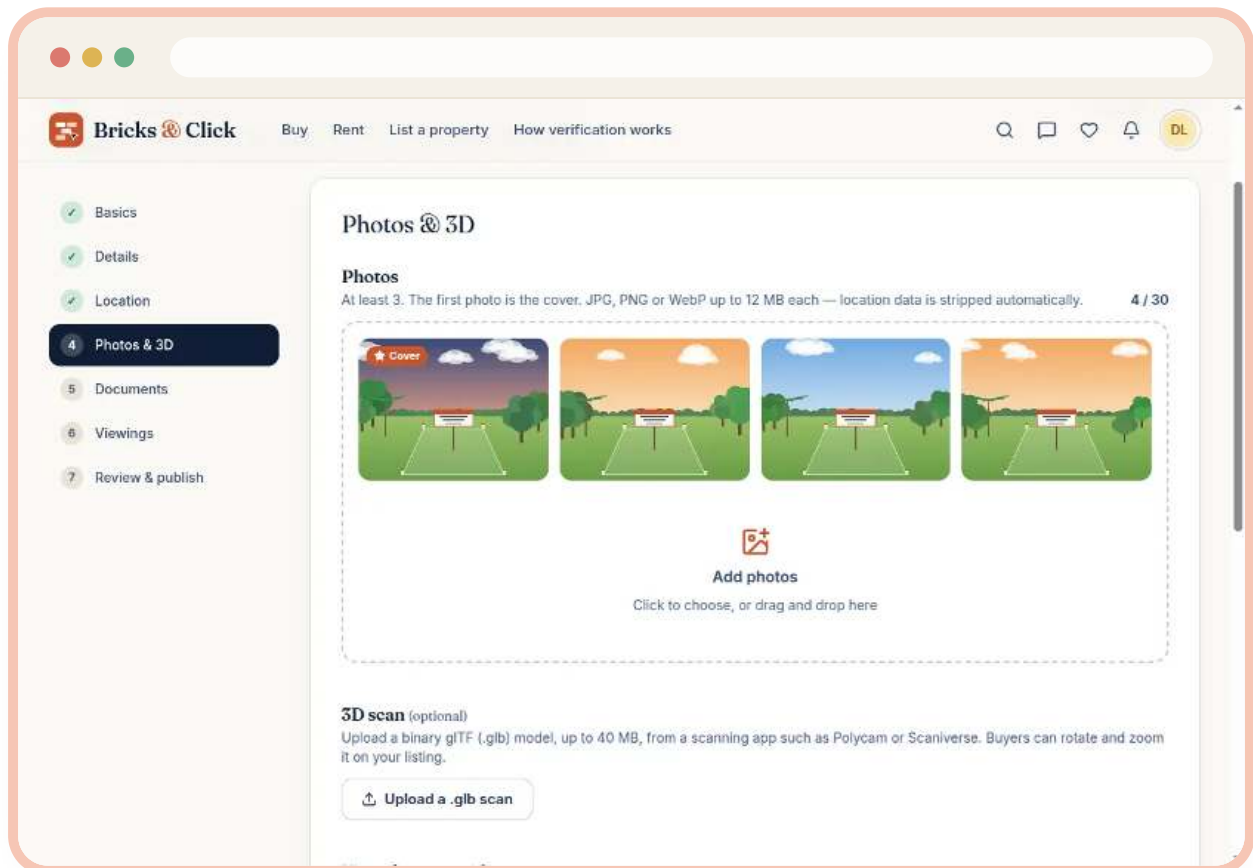
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STEP 6 OF 12

Photos, 3D and tours

Good photos earn the most enquiries. Add at least three.

- ✓ Drag files in or click **Add photos**. JPG, PNG or WebP up to 12 MB each.
- ✓ The first photo is the cover. Use the arrows or the star to reorder or make a cover.
- ✓ Location data inside photos is removed automatically, and images are resized for fast loading.
- ✓ Optional: upload a **.glb 3D scan** (Polycam, Scaniverse and similar apps) or paste a Matterport, Kuula, YouTube or Vimeo link.



Drag, reorder, caption, delete.



STEP 7 OF 12

Add documents and earn your badge

This is what turns your badge green. You can publish first and add documents later.

- ✓ For **sale**: Certificate of Occupancy, Deed of Assignment, Survey Plan, Governor's Consent, and (for buildings) planning approval.
- ✓ For **rent**: proof of ownership.
- ✓ Upload each as PDF, JPG or PNG (15 MB max). Our team verifies them, usually within a working day.
- ✓ You will be notified of each decision. A rejection includes a note so you can fix it.



GOOD TO KNOW

Clear, complete, well-lit scans verify fastest. A cut-off page is the most common rejection.

The screenshot shows the 'Bricks & Click' website interface. The top navigation bar includes links for 'Buy', 'Rent', 'List a property', and 'How verification works'. The main heading is 'Bright 2-bedroom flat in Yaba tech district'. On the left, a sidebar lists steps: Basics, Details, Location, Photos & 3D, Documents (selected), Viewings, and Review & publish. The 'Documents' section is active, displaying a list of essential documents for verification: Certificate of Occupancy (C of O), Deed of Assignment, Registered survey plan, Governor's Consent, and Building / planning approval. Each document has an 'Upload' button. A status bar indicates '0 of 5 essential documents verified' and 'Not yet verified'. A text box explains that documents earn a verified badge upon upload and that the badge turns green when all essential documents are verified.

Essential documents are marked; optional ones add confidence.

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STEP 8 OF 12

Open your viewing times

Tell buyers when you are happy to show the property.

- ✓ Switch on the days you are available and set start and end times. Add more than one window per day if you like.
- ✓ Choose the length of each viewing (15 to 90 minutes) and the minimum notice you need.
- ✓ Times are in Lagos time. People pick slots from these windows.

The screenshot shows the 'Viewings' setup page in the Bricks & Click interface. On the left is a sidebar with navigation links: Basics, Details, Location, Photos & 3D, Documents, Viewings (selected), and Review & publish. The main content area is titled 'Viewings' and includes a help tip: 'Open the times you're happy to show the property. Buyers pick a slot and you confirm or decline each request. Times are in Lagos time (WAT).' Below this, there are two input fields: 'Length of each viewing' set to '30 minutes' and 'Minimum notice' set to '12 hours'. At the bottom, there is a table for setting viewing windows for each day of the week (Monday to Friday). Each row has a toggle switch, a start time (10:00 AM), an end time (05:00 PM), and an '+ Add window' button.

Day	Toggle	Start Time	End Time	Action
Monday	☒	10:00 AM	05:00 PM	+ Add window
Tuesday	☒	10:00 AM	05:00 PM	+ Add window
Wednesday	☒	10:00 AM	05:00 PM	+ Add window
Thursday	☒	10:00 AM	05:00 PM	+ Add window
Friday	☒	10:00 AM	05:00 PM	+ Add window

A simple weekly pattern is all you need.

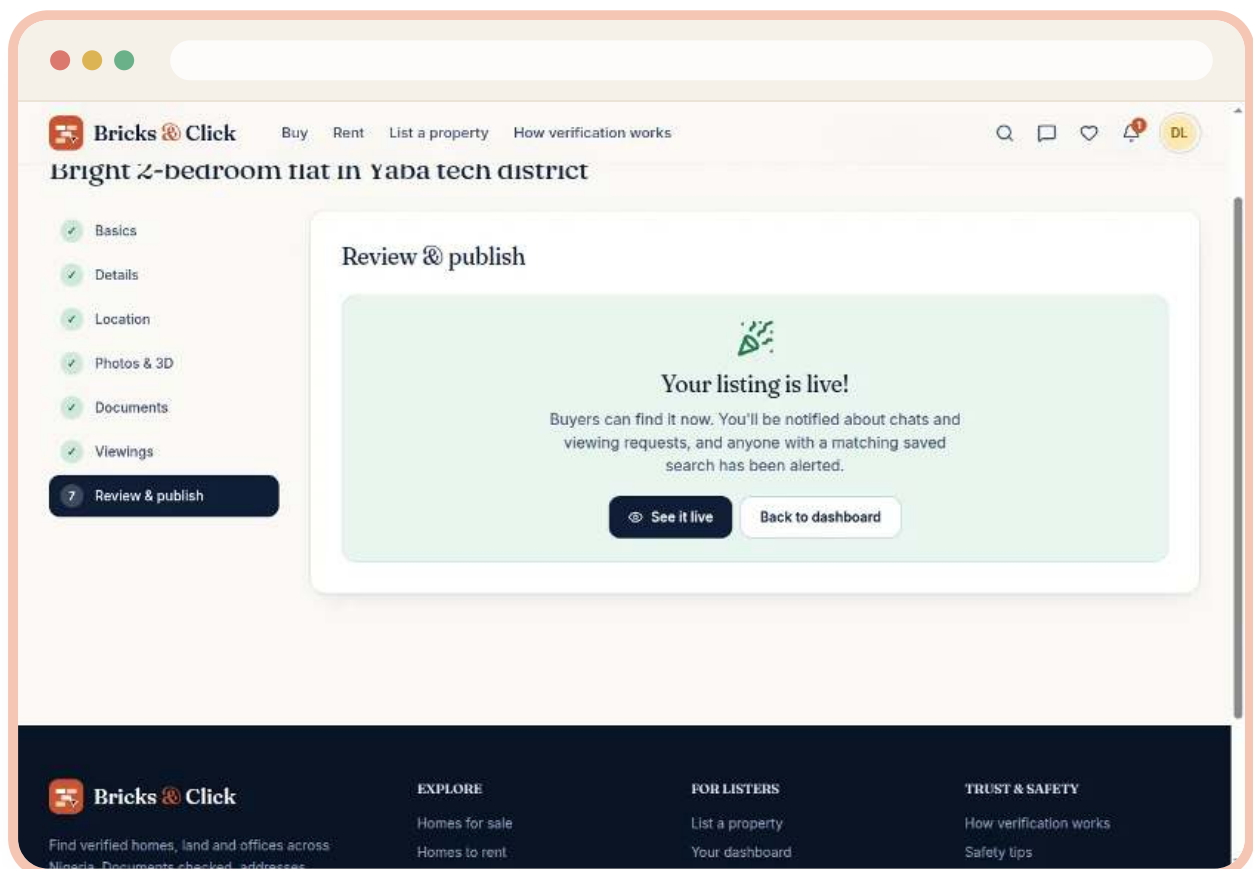
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STEP 9 OF 12

Review and publish

A checklist shows anything still missing, and a preview shows how your card looks in search.

- ✓ Each missing item has a **Fix** link that jumps to the right step.
- ✓ Press **Publish listing**. It goes live immediately, and anyone with a matching saved search is alerted.
- ✓ Your badge starts red or yellow and improves as documents are verified.



Share it, edit it, or go back to the dashboard.

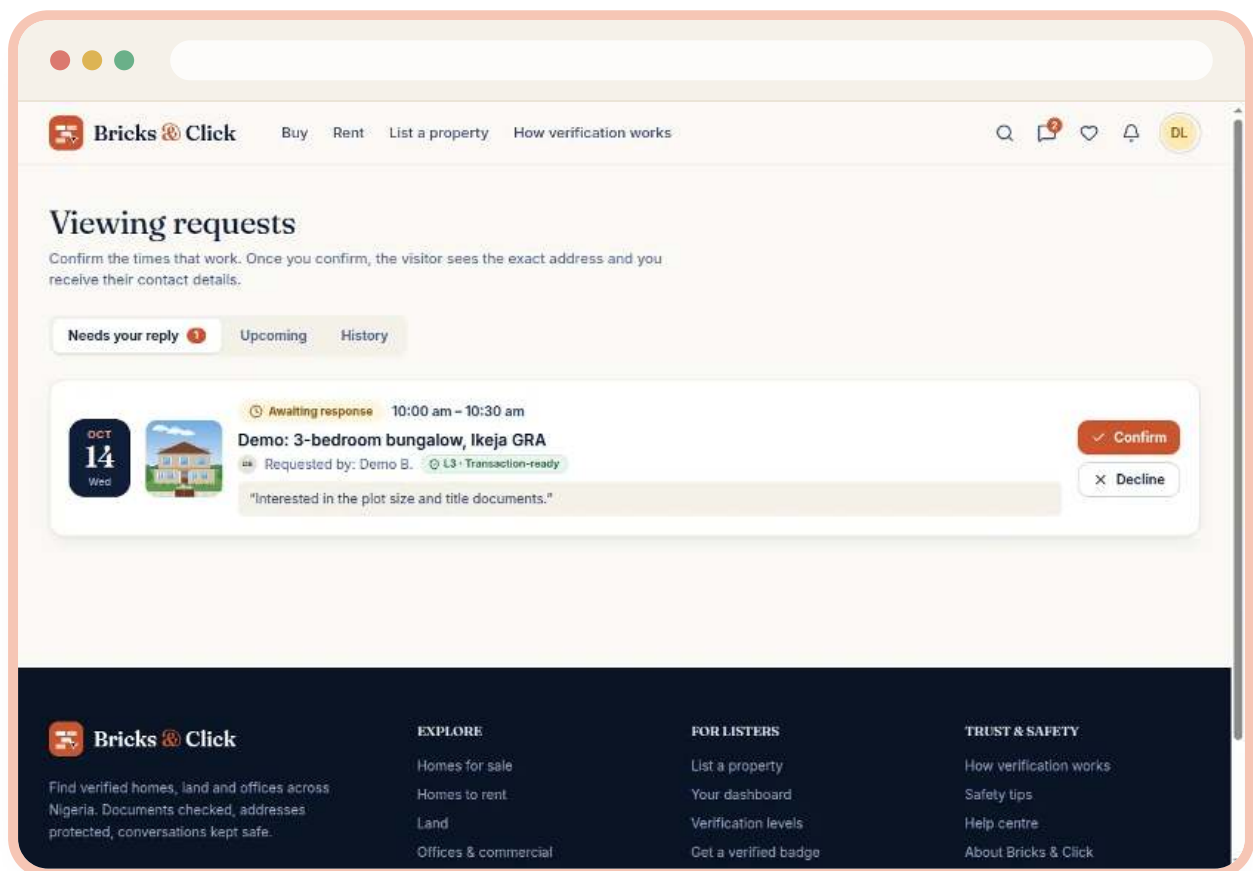
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STEP 10 OF 12

Answer viewing requests

Requests land in **Viewing requests** with the visitor's level and note.

- ✓ **Confirm** to reveal the address to them. You then see their name and phone number.
- ✓ **Decline** if the time does not work, with an optional note.
- ✓ Unanswered requests expire once the time passes. After the viewing, mark it done.



Needs your reply, upcoming, and history.

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STEP 11 OF 12

Chat, then issue an invoice

When you and a buyer agree terms, issue an invoice from the chat.

- ✓ Open the conversation and choose **Issue invoice**. Add line items, an optional due date and notes.
- ✓ Both of you must be Level 3. If the buyer is not yet, you are told, and they are guided to finish.
- ✓ Issuing the invoice unlocks contact details in that chat. Cancelling the only open invoice hides them again.

The screenshot shows a mobile app interface with a chat background. A modal titled "Issue an invoice" is open. It contains a section "What happens next" with a warning icon and text: "The buyer is notified, and phone numbers and e-mail addresses are unlocked in this chat. Both of you must be transaction-ready (level 3)." Below this is a table with two columns: "Item" and "Amount (N)". The first row has "Rent" in the Item column and "5,200,000" in the Amount column. There is a "+ Add another item" link below the table. Below the table is a "Due date (optional)" field with a date picker icon and a "Notes (optional)" text area with placeholder text "Payment terms, what the amounts cover...". At the bottom of the modal are two buttons: "Cancel" and "Issue invoice - N5,200,000".

Item	Amount (N)
Rent	5,200,000

+ Add another item

Due date (optional)
mm/dd/yyyy

Notes (optional)
Payment terms, what the amounts cover...

Cancel Issue invoice - N5,200,000

Itemised, with a running total.

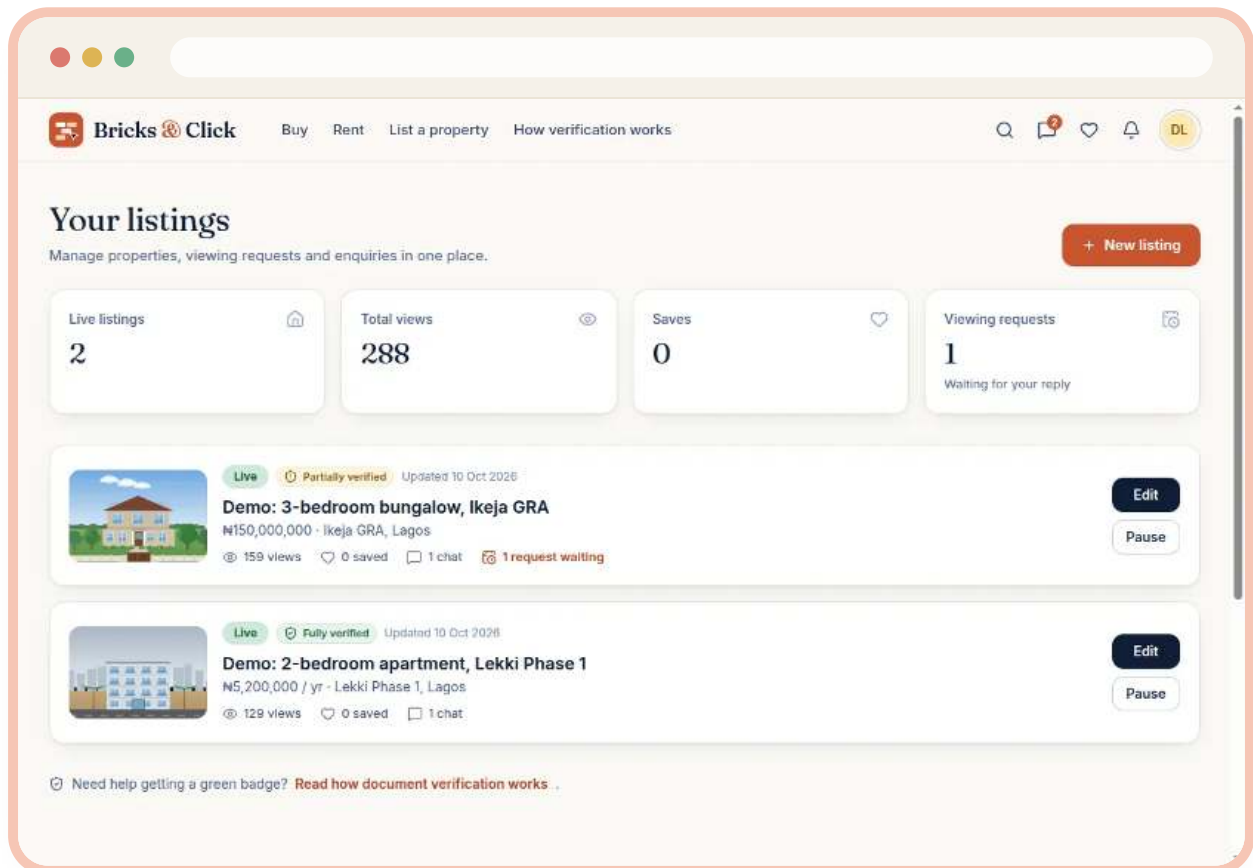
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STEP 12 OF 12

Manage your listings

Your dashboard shows live status, views, saves, chats and waiting requests at a glance.

- ✓ **Pause** hides a listing temporarily; **Resume** brings it back.
- ✓ **Mark as sold / let** closes it, cancels upcoming viewings and removes it from search.
- ✓ Keep adding documents after publishing, and your badge upgrades automatically.



Everything about your portfolio in one view.



That's the whole journey.

Tick the steps you have done to track your progress, or jump back to any step from the list.

Common questions

Can I publish without documents?

Yes. The listing goes live with a red badge. It will get fewer enquiries than a verified one, so upload documents as soon as you can.

Why was my listing text rejected?

Listings cannot contain phone numbers, e-mail addresses or links. Buyers reach you through chat, and you share details after an invoice.

Who can see my exact address?

Only you, staff, and a visitor whose viewing you confirmed.

A viewing request came at a bad time.

Decline it with a note and adjust your weekly viewing windows so it does not happen again.

Can someone else manage my listing?

Agent management is on the roadmap. For now, share your own account only with people you trust, or ask your agent to list with a letter of authority.