

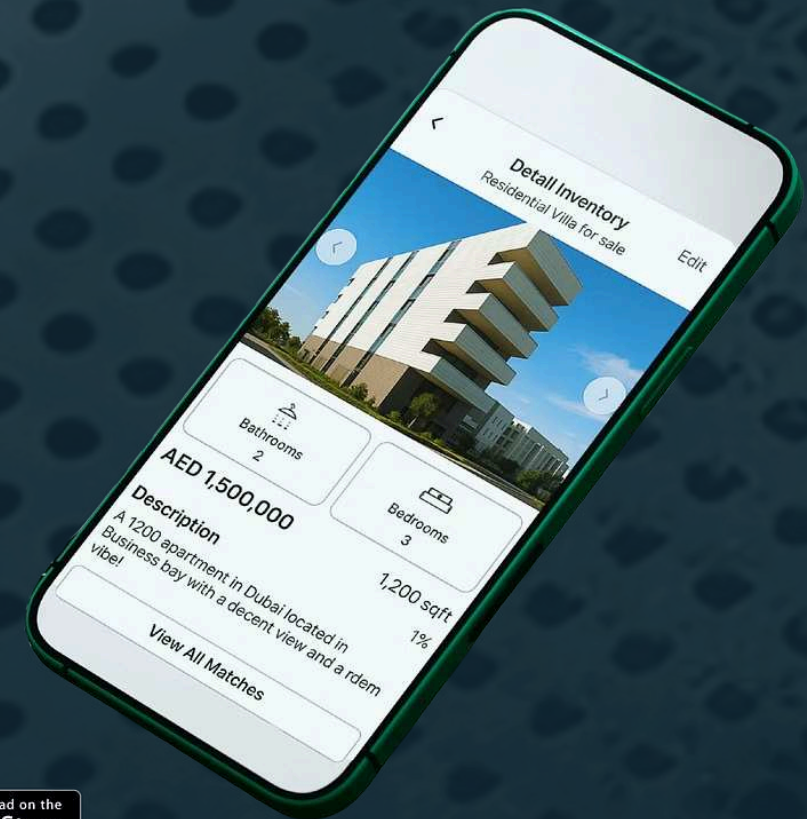


Fair Share Tutorial

The complete guide to mastering FairShare — the agent-first platform for real estate collaboration.

List Smarter, Sell Faster With Fairshare

Create and manage your profile, listings, and inventory across verified networks.



Download Now



What FairShare Really Is

Hi everyone. This is **FairShare** — the agent-first platform for real estate collaboration. FairShare helps agents build their careers faster and more accurately by letting them post Inventory and Inquiries in seconds, then discover matching opportunities inside a trusted professional agent network.

It supports secondary and off-plan together, protects visibility so nothing is exposed by default, and supports referral collaboration with Form A awareness to help protect agent rights and commissions.

Posting is not manual: you can share directly from WhatsApp or Telegram, use voice input, or simple text, and with AI assistance the required fields can be completed using UAE-wide project and building data.

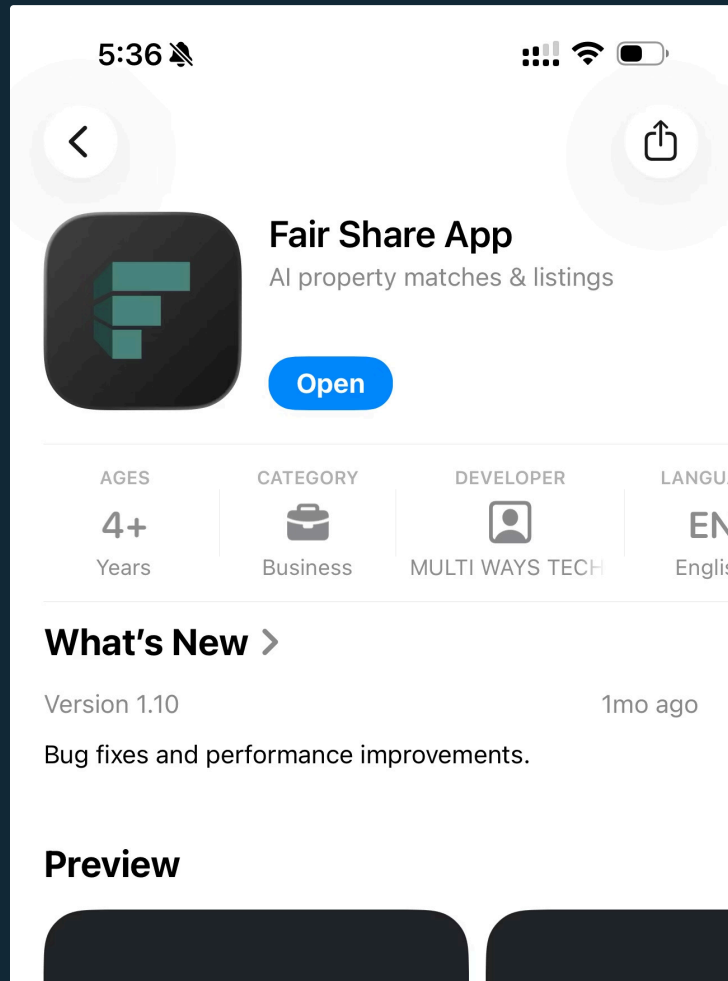
You can also share personalized listing links with your own design directly to clients. One of FairShare's strongest advantages is real, live off-plan availability with actual units updated daily.

Alongside this, FairShare provides smarter search and access to regulations, market updates, and industry news — everything an agent needs for daily professional work, in one place.



Important: FairShare does not guarantee leads or closings, is not a CRM, and is not a public marketplace.

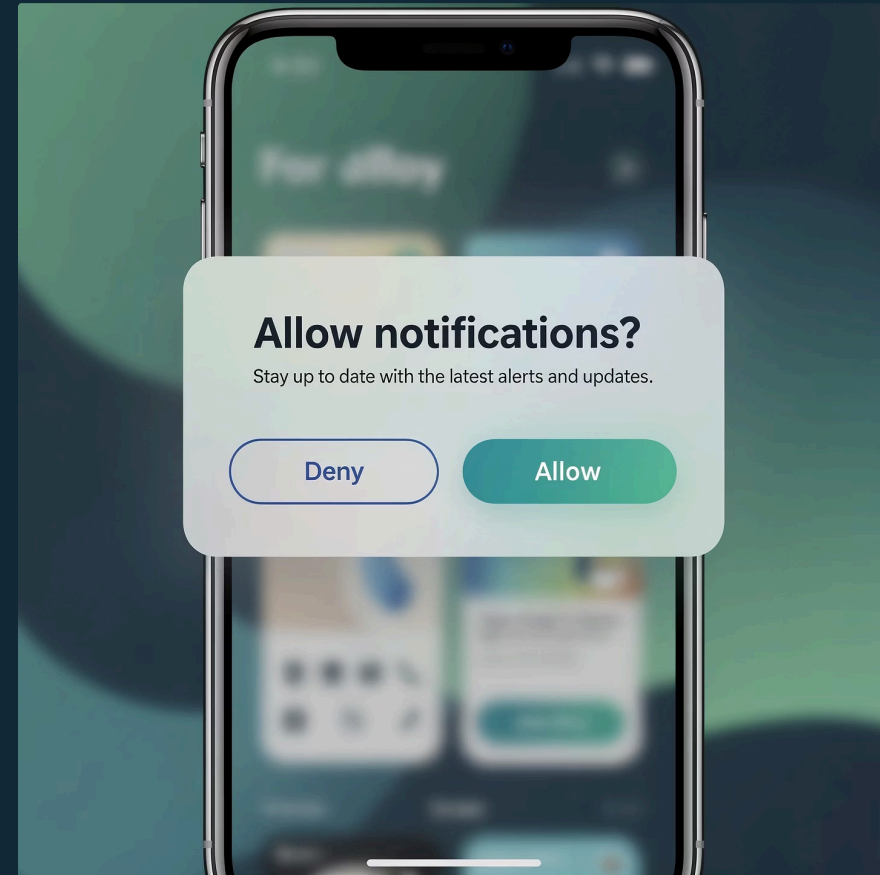
Install + Sign In (OTP) + Notifications



Getting Started

First, download FairShare from the App Store or Google Play, install it, and open the app. Enter your phone number, tap Continue, enter the verification code, and tap Verify.

If you made a mistake, use **Edit Number**. If the code didn't arrive, tap **Resend**.



Enable Notifications

When the app asks for notifications, tap **Allow** — this is how you receive match alerts, colleague requests, and important activity updates.

📌 **Trick:** keep notifications ON or you will miss real matches.

Set Up Your Profile Properly

The image displays three sequential mobile app screens for profile setup on the Fair Share platform.

- Screen 1: Welcome**
 - Header: Fair Share
 - Greeting: Welcome
 - Profile Photo: A circular placeholder with a blue edit icon.
 - Form Fields:
 - First Name
 - Last Name
 - Agency
 - City (with a dropdown arrow)
 - Optional: Introduce yourself to other agents (text area)
 - Bottom Button: Continue →
- Screen 2: More Details**
 - Header: Fair Share
 - Section: More Details
 - Section Header: Your Expertise (Maximum 6) Optional
 - Search Bar: Search among Expertise
 - Tags: Villa, Apartment, Office, Labor camp
 - Section Header: The Area you operate in Optional
 - Search Bar: Search among Areas
 - Tags: Downtown, Marina
 - Bottom Button: Save & Done ✓
- Screen 3: More Details**
 - Header: Fair Share
 - Section: More Details
 - Section Header: Your Expertise (Maximum 6) Optional
 - Search Bar: Search among Expertise
 - Tags: Villa, Apartment, Office, Labor camp
 - Property Type List:
 - Commercial
 - Luxury Properties
 - Off-Plan Properties
 - Residential Sales
 - Industrial Properties
 - Bottom Button: Save & Done ✓

Now complete your profile, because FairShare is made for agents working with other agents.

Essential Profile Elements

- Add your full name
- A clear profile photo
- Your agency
- Your city
- A professional bio

Then add your **expertise** — up to six — and the **areas** you operate in.

Your bio should be written for agents, not customers: say what you specialize in, where you work, and that you're open to co-brokering or referrals.

Later, inside **Settings**, you can edit your profile anytime and you can also change your phone number if needed.

App Overview: **All Tabs** + What They're For

Now let's understand the full map of the app, because every feature lives inside these tabs.



Explore

This is your daily workspace. You browse Inventory and Inquiries shared with you, open details, contact agents, and use filters to find exactly what you need instead of scrolling. This is where matching becomes real opportunities.



Realtors Hub

This is the knowledge section inside the app: market updates, regulations, guides, and industry news for daily real estate work.



Add

This is where you create your own posts: New Inventory, New Inquiry, and faster creation using AI.



AI Agent

This is a chat-style assistant: list a property, find a property, or ask a question using text or voice.



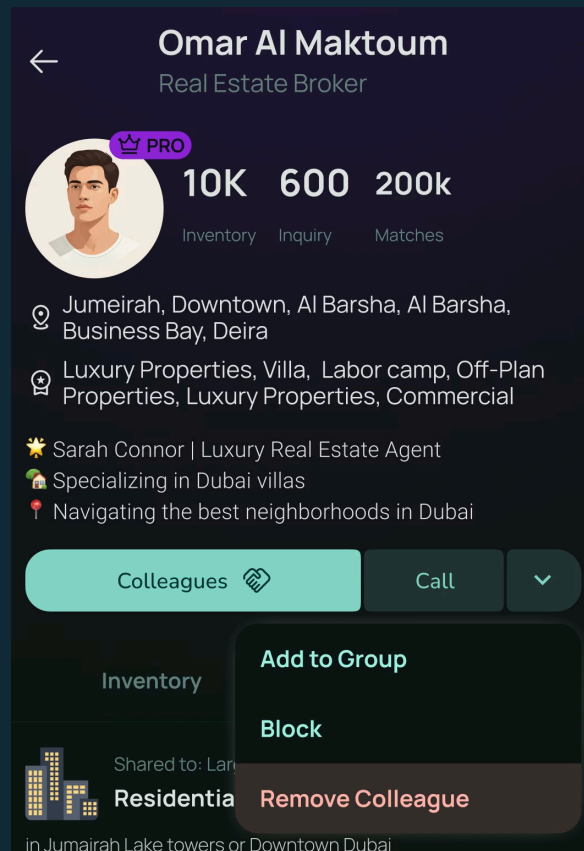
Profile

This is your control center: your items, matches, colleagues, groups, settings, plans, transactions, feedback, and account actions.

Build Your Network: Groups + Colleagues Together

Before you post serious inventory, set up your network. This is how you keep collaboration clean and controlled.

A) Colleagues

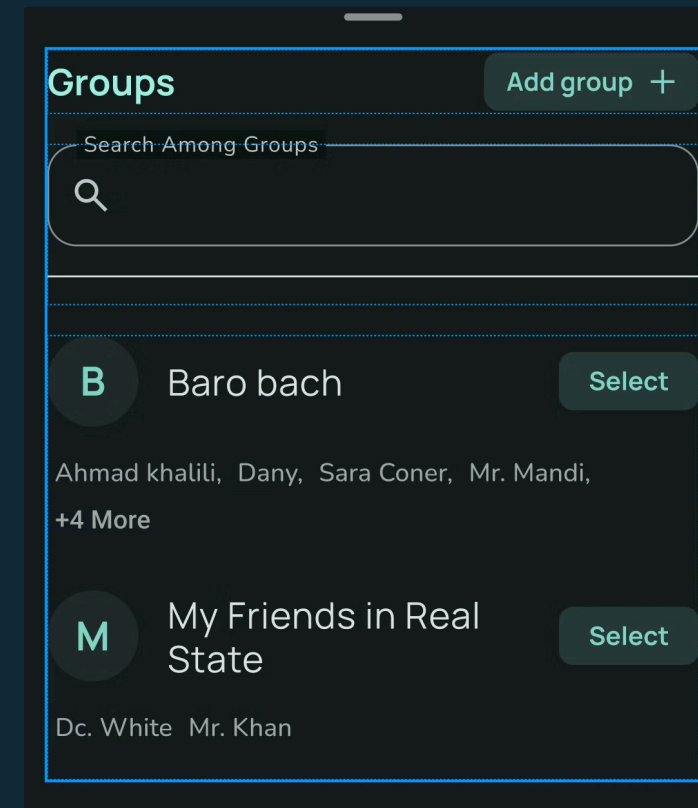


Go to **Explore**, open an agent profile, and tap **Send Colleague Request**. Requests appear in Notifications, where you accept or reject. Once connected, collaboration becomes faster, and you can share more selectively.

After connecting you can:

- Add to group
- Remove colleague
- Block if needed

B) Groups



Now create groups so you can share selectively. Go to **Profile**, open **Settings**, then **Groups**. Tap **Add Group**, name it, and save.

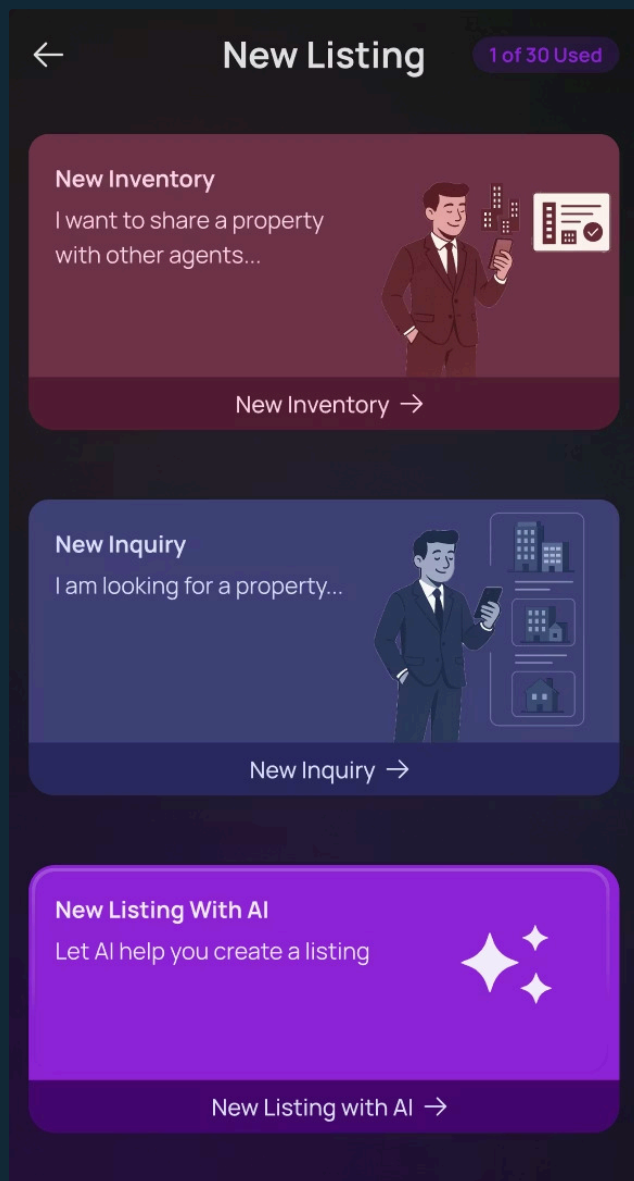
Group Examples:

- Off-plan Network
- Secondary Deals
- Rentals
- Trusted Closers
- Area-specific groups

Note: you can also create a group while sharing using **Create a New Group**

Add Inventory & Inquiry: Core Actions in One Workflow

Now we start the real work. In FairShare you post two types of items, but the workflow is the same.



Inventory = supply

Properties you have

Inquiry = demand

What your buyer/tenant needs

Same flow for both:

1. Core details
2. More details (optional)
3. Audience/visibility
4. Save
5. Matching starts

Go to Add. You'll see **New Inventory**, **New Inquiry**, and **New Listing with AI**.

3 Ways to Create + Fast Chat Import

Creating posts is designed to be fast, not time-consuming.

01

Method 1: Manual

You fill the fields step by step for maximum control.

02

Method 2: AI (text)

You describe the property or requirement, and AI structures it and asks what's missing.

03

Method 3: Voice

You speak the details, AI converts voice into structured fields.



Fast real-life method: WhatsApp/Telegram import

When you receive a listing in chat, share it to FairShare and send it to AI Agent. It becomes a structured draft you can publish quickly.

☐ **Trick:** AI is for speed — always verify price, size, location, and commission.

Manual Create Example: **Inventory**

To post a property, go to **Add** and tap **New Inventory**.

The screenshot shows a mobile app interface for creating a new inventory listing. At the top, there's a header with a building icon, the text 'Commercial Apartment', and a 'Sale' button. Below this, there are three main sections: 'Neighborhood', 'Beds', and 'Baths'. Each section has a selector (a rounded rectangle with text) and a row of buttons. The 'Neighborhood' section has a selector labeled 'Select Neighborhood'. The 'Beds' section has buttons for 'Studio', '1', '2', '3', '5', and '6'. The 'Baths' section has buttons for 'Studio', '1', '2', '3', '5', and '6'.

Step-by-Step Process:

1. First you choose the **deal direction**: Sale or Rent, and if your flow shows it, choose Off-plan or Secondary so the post is categorized correctly.
2. Then choose the **property type** (apartment, villa, office, shop, warehouse, plot, short-term — based on what your app shows).
3. Now select the **neighborhood or project name**. Use the selector to choose the most accurate option: Area, Complex, or Building, then confirm.
4. Fill the **core numbers**: beds, baths, size, and price.
5. Set **commission expectation** so agents know how to approach you: Set minimum or Set as negotiable.
6. Add a **short note for agents** with the real highlights: view, layout, payment plan, availability, exclusivity, and any conditions.

Tap **Continue**, and when you reach **Audience**, choose where it will be visible, then tap **Save** to publish.

Trick: clear commission + clean agent note filters time-wasters automatically.

Manual Create Example: Inquiry

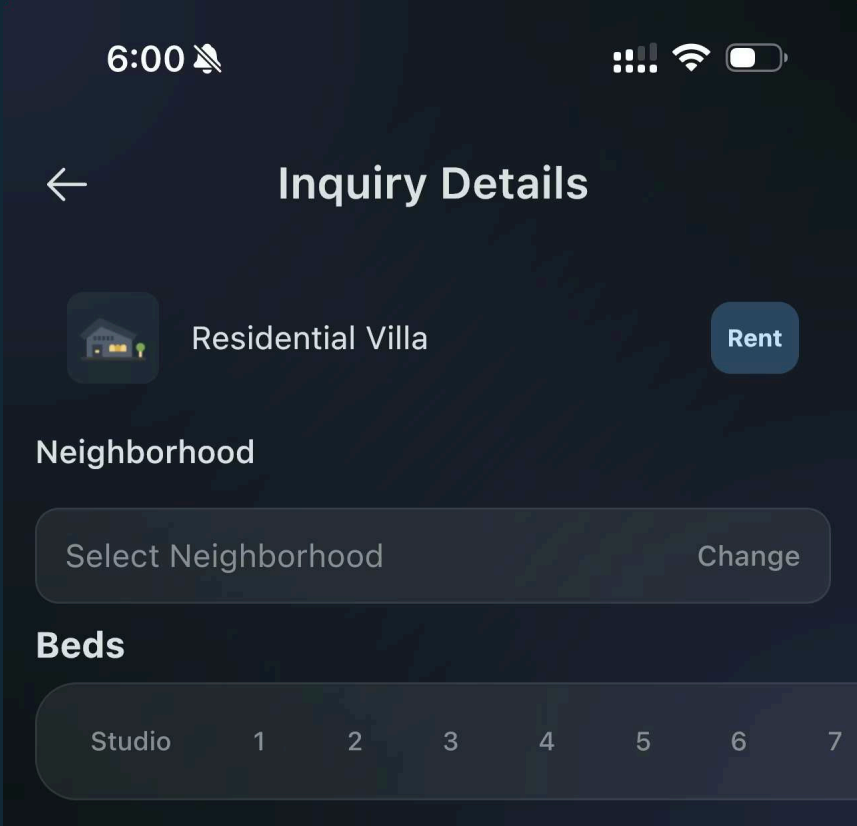
Now post demand. Go to **Add** and tap **New Inquiry**.

Creating an Inquiry:

1. Choose whether your request is for **buying or renting**, and if available, specify Off-plan or Secondary so agents understand exactly what you need.
2. Select **neighborhood or project/building names**, depending on the requirement.
3. Set **ranges**: price from-to, size from-to, beds and baths needs.
4. Add **must-haves**: metro, balcony, view, building preference, payment plan, move-in date, or dealbreakers.
5. Set **commission expectation**: minimum or negotiable.

Tap **Continue**, and at **Audience** choose where it should be visible, then **Save** to publish.

 **Note:** to find an off-plan unit availability, a clean Inquiry plus off-plan filters is one of the fastest methods.



6:00

← Inquiry Details

 Residential Villa **Rent**

Neighborhood

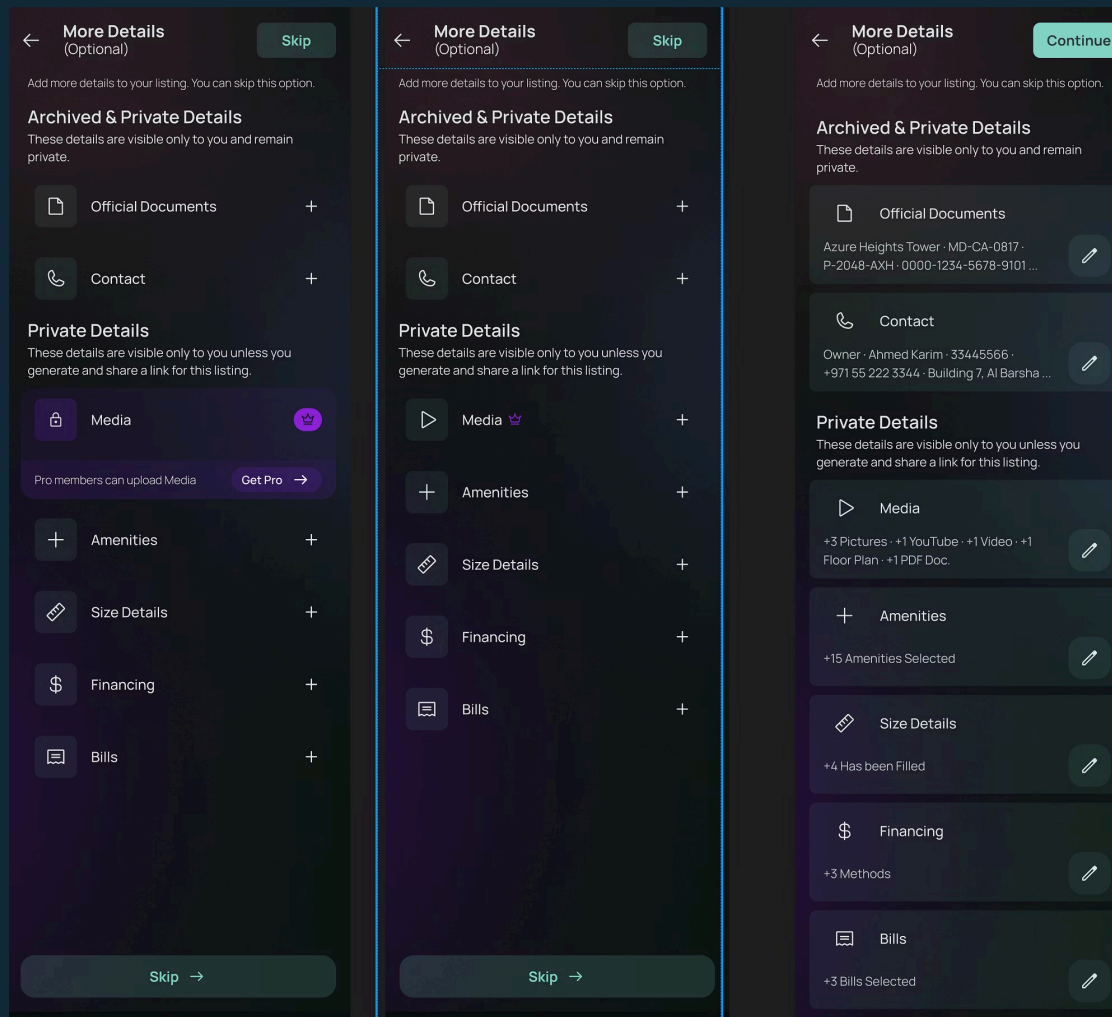
Select Neighborhood **Change**

Beds

Studio 1 2 3 4 5 6 7

More Details: Media, Documents, Amenities

After Continue, you'll see **More Details**. This is optional, but it's what makes your post professional and share-ready.



Add structured property information

- Amenities
- Size details
- Financing details
- Bills

Private vs shareable

- Some details are kept private for you
- Some become visible only when you generate a link and share it

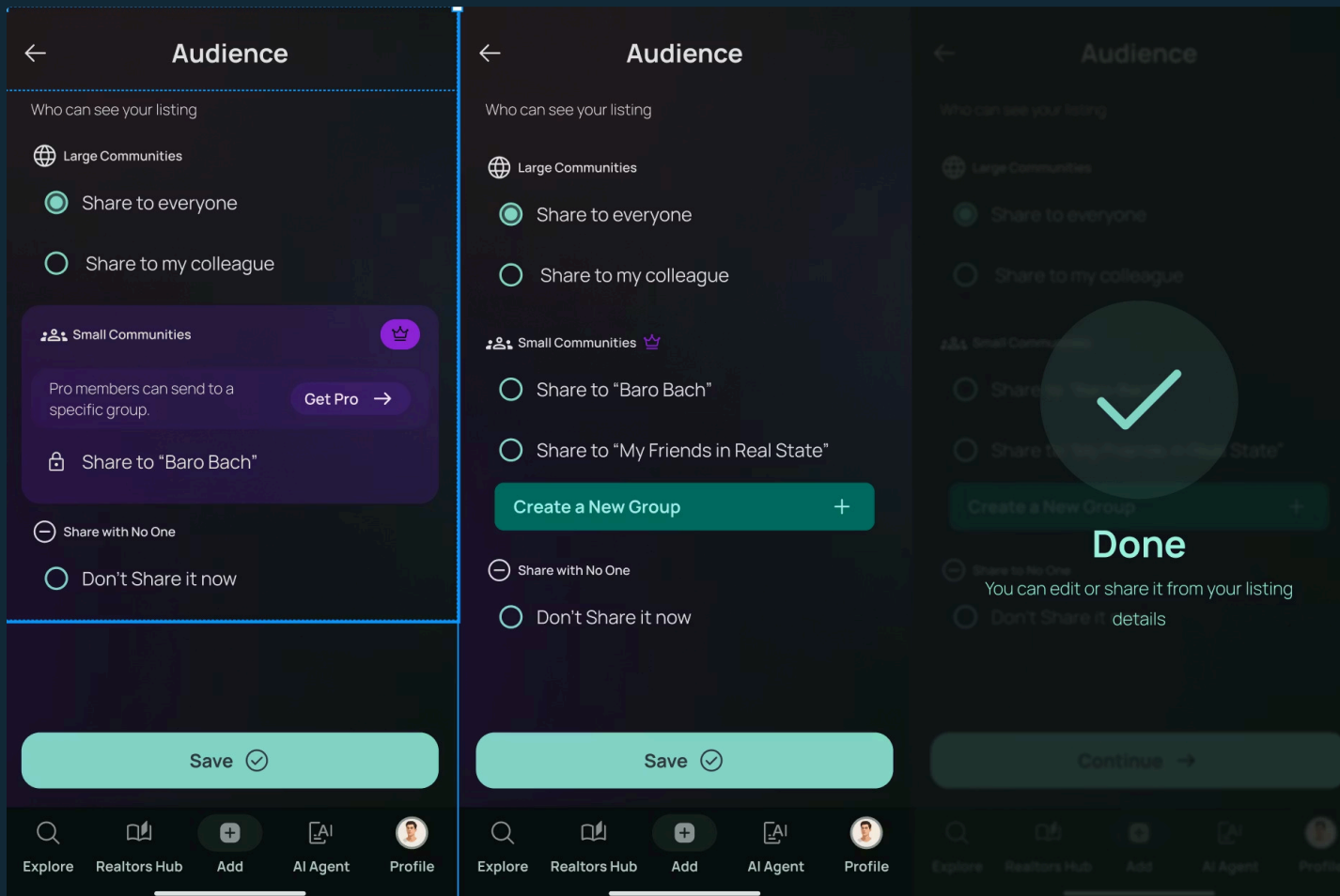
Organize your media properly

- Photos
- Videos
- YouTube links
- Floor plan
- PDF documents (with descriptions)

❏ **Trick:** minimum share-ready standard is best photos + floor plan + clean note.

Audience & Visibility

Now choose **Audience**. This is one of FairShare's strongest features because nothing is exposed by default.



Large Communities

Broad exposure

Small Communities

Share only to selected groups

Share with No One

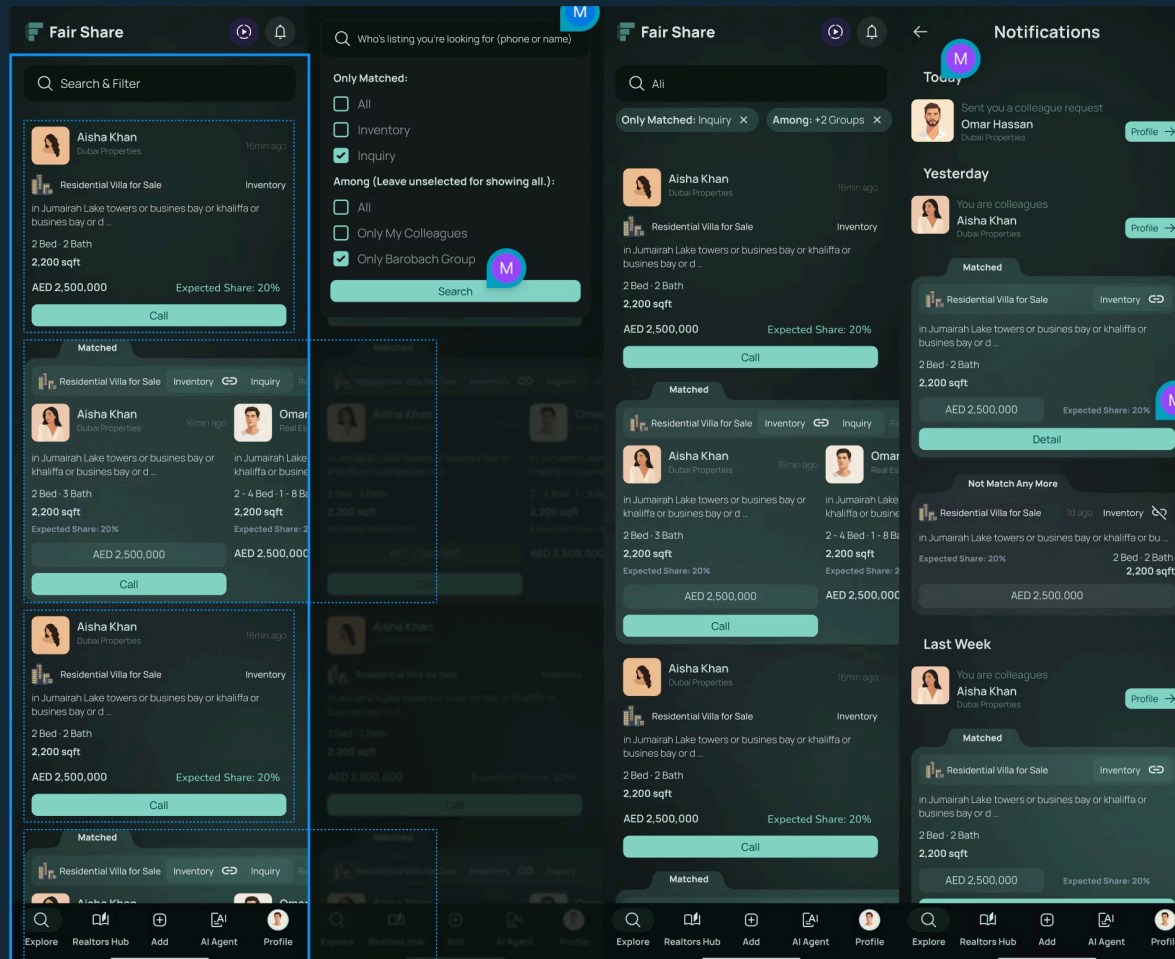
Private draft

Choose the right visibility, then tap **Save**.

 **Trick:** Draft for preparation, Groups for off-market, Large for fast exposure.

Explore Workflow + Search & Filters

Now go to **Explore**. This is where you discover opportunities inside the network.



Instead of scrolling, use Search & Filter:

- Search by agent name/phone when needed
- **Only Matched:** show overlaps only (Inventory / Inquiry / All)
- **Among:** All, Only My Colleagues, or specific group(s)
- **Off-plan vs Secondary:** use filters to focus your discovery exactly to the market type you need

Also, if your Explore includes the **listen** option, you can play the feed as audio while working or driving — so you can hear market availability and opportunities hands-free.

Trick: Only Matched + Only My Colleagues is the fastest serious workflow.

When you browse, cards show the key facts fast — location, main numbers, expected share, and sharing scope — so you can decide quickly.

When you open a post, you see full details and you can contact the agent directly.

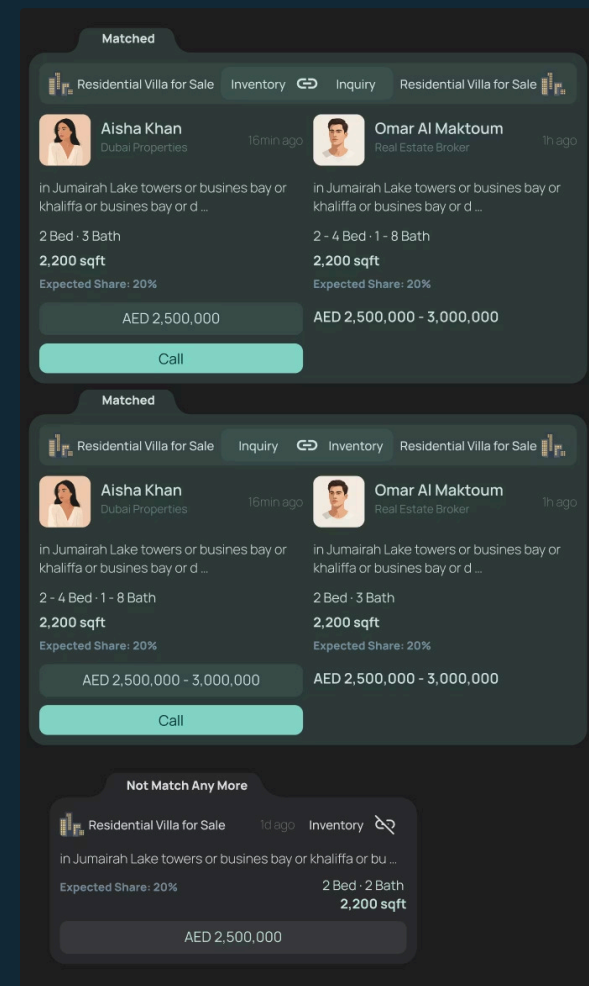
Best practice: call first to confirm basics, then share a link for details.

Matching + Notifications

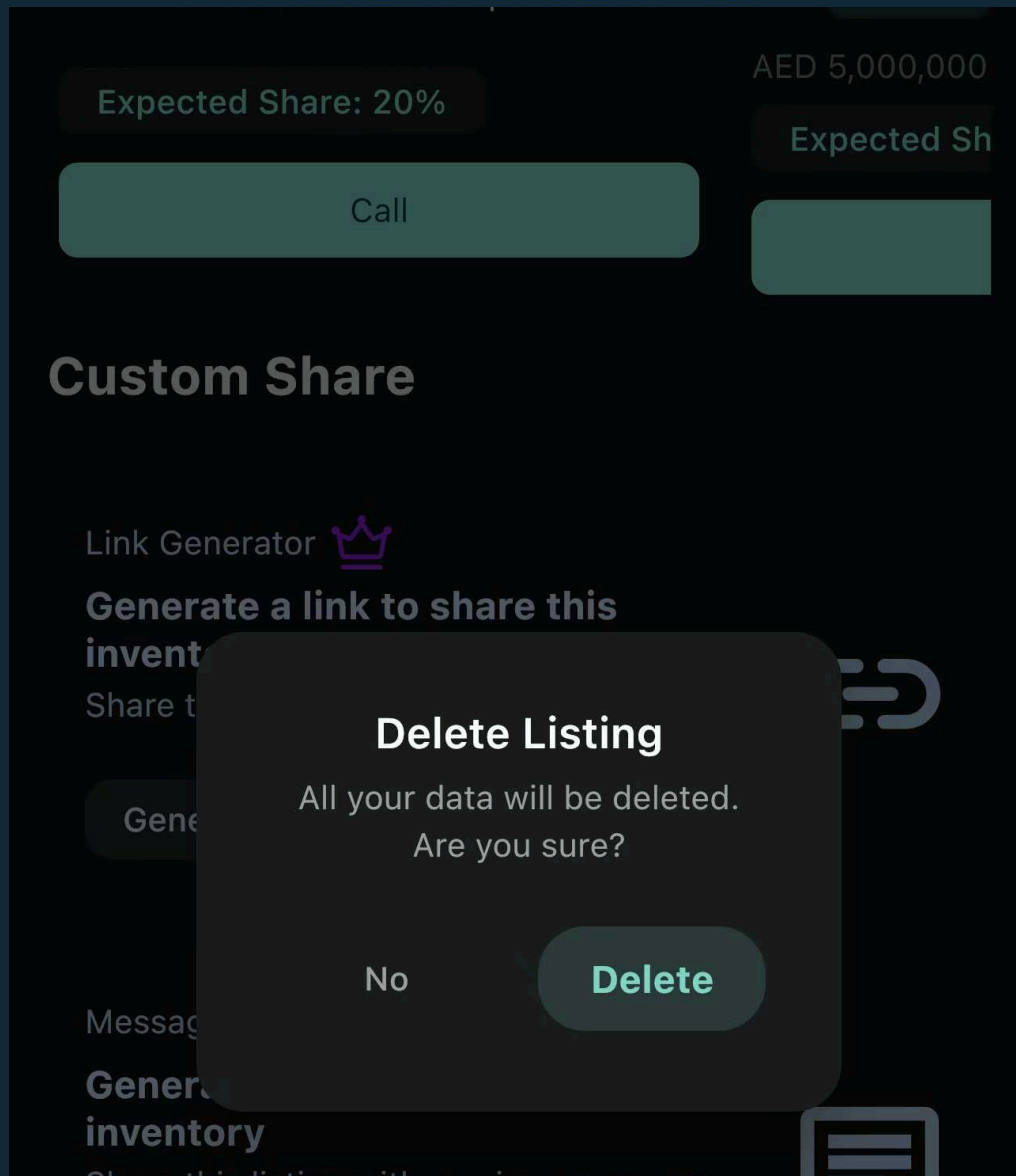
FairShare highlights overlaps between Inventory and Inquiry. When a match happens, you'll see match indicators and receive notifications.

Open the match, check if it truly fits, and contact the agent quickly to move the deal.

If you see "Not match any more", something changed — price range, size range, location, or availability — so update your post to restore accuracy.



Manage Your Posts: **Edit, Matches, Delete**



Open your Inventory or Inquiry to manage it properly.

- **Edit**
Update price, availability, details
- **Matches**
See what overlaps with it
- **Delete**
Remove inactive items

📌 **Trick:** keeping posts clean builds trust, and trust improves collaboration quality.

Link Generator: **Personalized Links** + Password Protection

Instead of screenshots, use **Generate Link** to share professionally.

← Generate Link

Link Has Been Generated

Public Link Set Expire Date

<https://fair-share.app/s/orVK27mo0TJLsqoLWBG1BdXhieMI5VMr>

Copy Link Preview (Open Link)

Protected Link Optional

Password

Generate Link With Password

FairShare also lets you personalize your links:

- Create your own template/style
- Choose the color theme
- Choose which fields appear in the link
- Arrange the order of those fields

This means you can create different link styles for different clients or colleagues, and only show what you want them to see.

📌 Trick: off-market links should use expiry + password.

Basic Link Features:

- Copy link and preview/open before you send
- Set expiry date when needed
- Turn on password protection when you want to share only with special people

CHAPTER 16

Message Generator + Voice Message

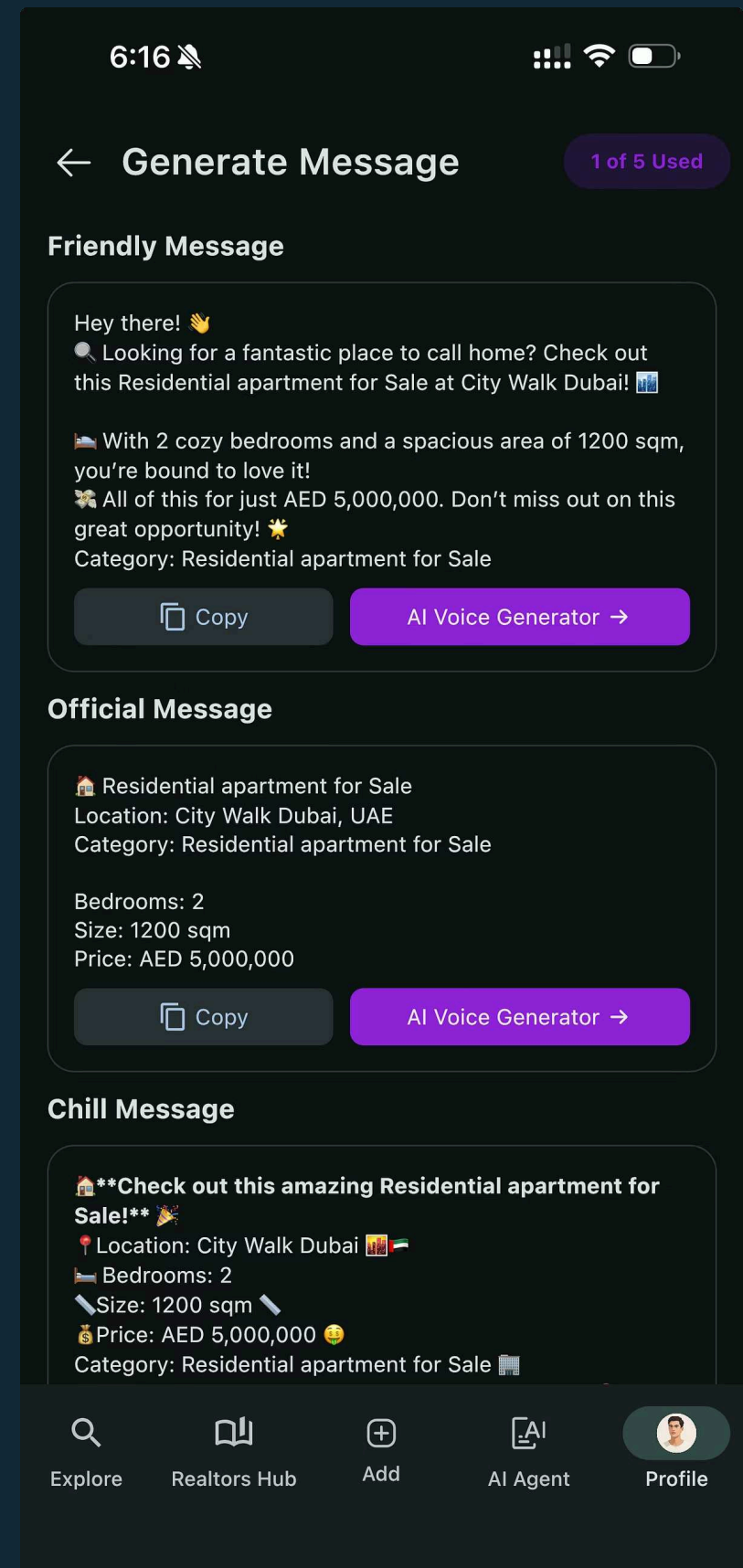
Use Generate Message to create ready-to-send text for WhatsApp or email:

- Choose a tone/style
- Generate variations
- Review and copy

And if you want it faster and stronger, you can generate it as a voice message:

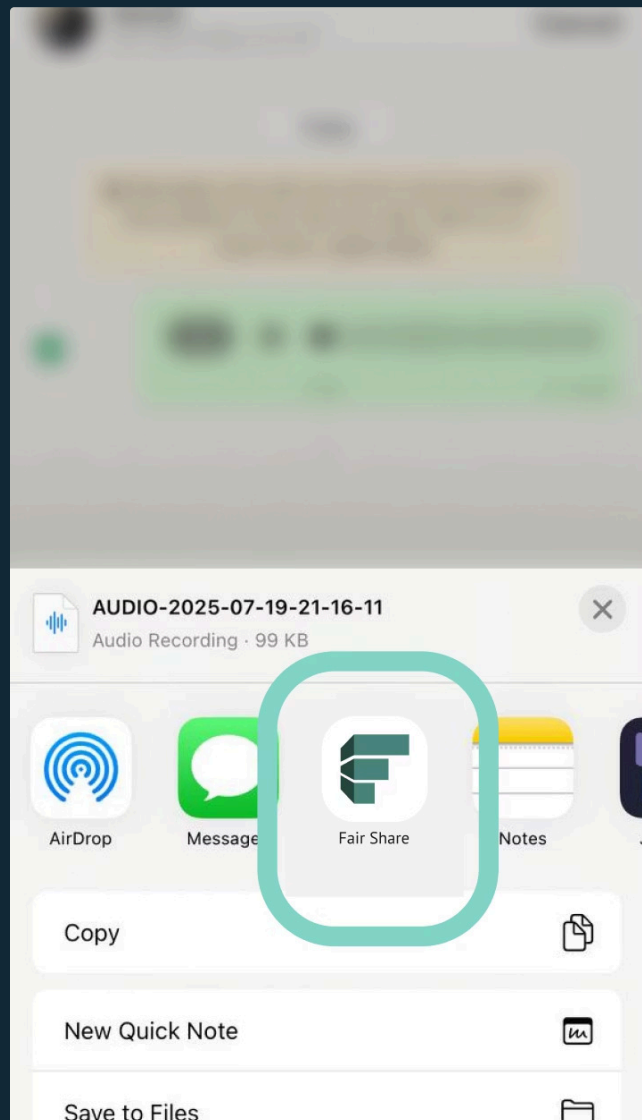
1. Generate Voice Message from the message generator section
2. Select voice actor (if available) and test
3. Generate the voice note
4. Share/send it directly

📋 **Trick:** this saves time and keeps outreach consistent.



WhatsApp/Telegram → FairShare **Import**

When you receive a listing in WhatsApp or Telegram, don't rewrite it.



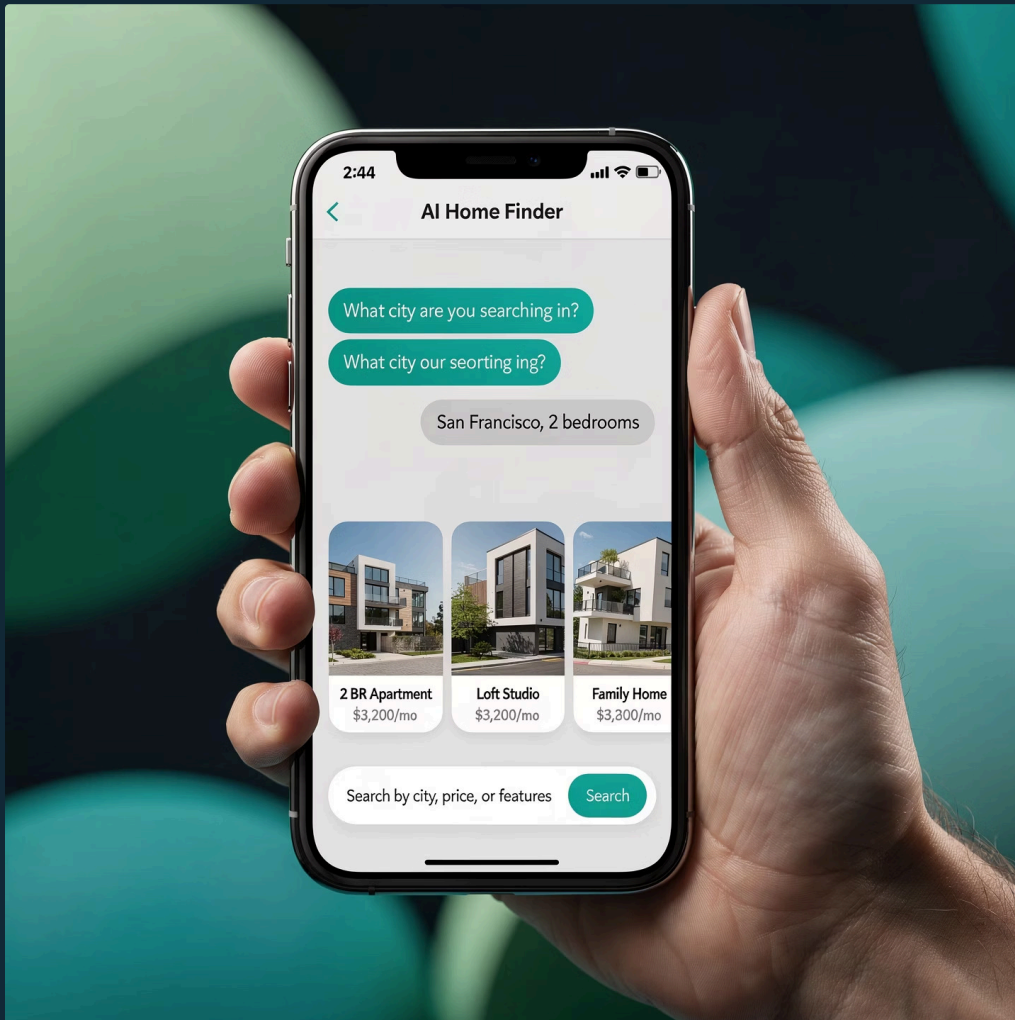
Import Process:

1. Go to the message that contains the listing details
2. Tap **Share**
3. Select **FairShare**
4. It will open inside **AI Agent**
5. Review the recognized details and the structured draft
6. Add or correct important fields like location, price, size, commission, and property type
7. Tap **Next**
8. Choose **Audience**
9. Tap **Save** to publish

📌 **Trick:** this is the fastest way to convert messy chat listings into clean inventory.

AI Agent: List, Find, Ask

AI Agent is your daily assistant.



1

List a Property

Create inventory fast with AI

2

Find a Property

Structure a client requirement, and you can filter for off-plan or secondary to target exact needs

3

Ask a Question

Get help on features, workflow, and regulations

📌 Trick: AI drafts quickly, you finalize professionally.

Off-Plan Availability + Form A Awareness

One of FairShare's unique strengths is **real, live off-plan availability with actual units updated daily**, so you don't rely on outdated brochures.

FairShare also supports **referral collaboration with Form A awareness** to help protect agent rights and commission clarity.

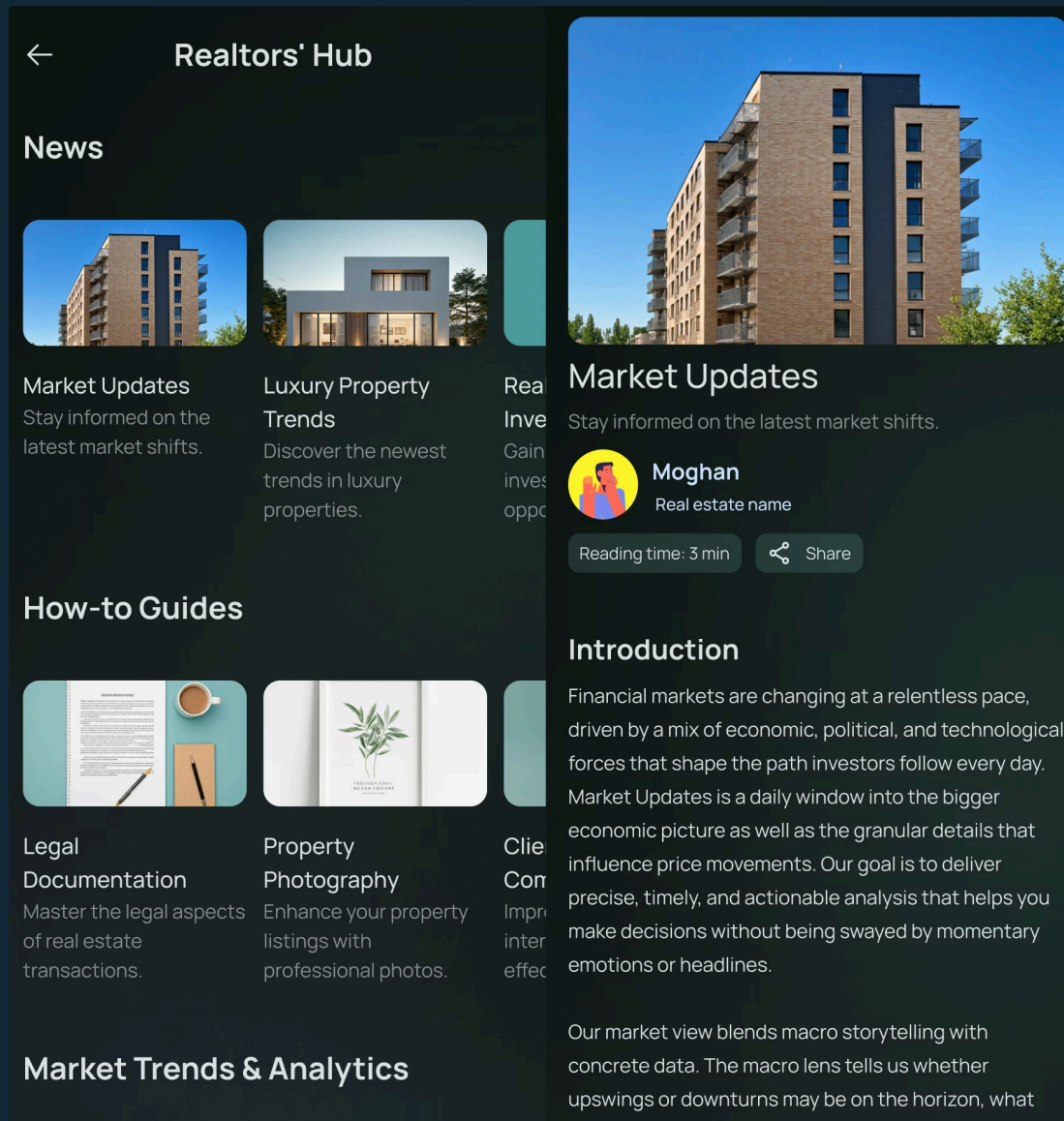
 **Best practice:** keep commission expectations clear and share through groups/colleagues for controlled collaboration.



Realtors Hub: Knowledge Section

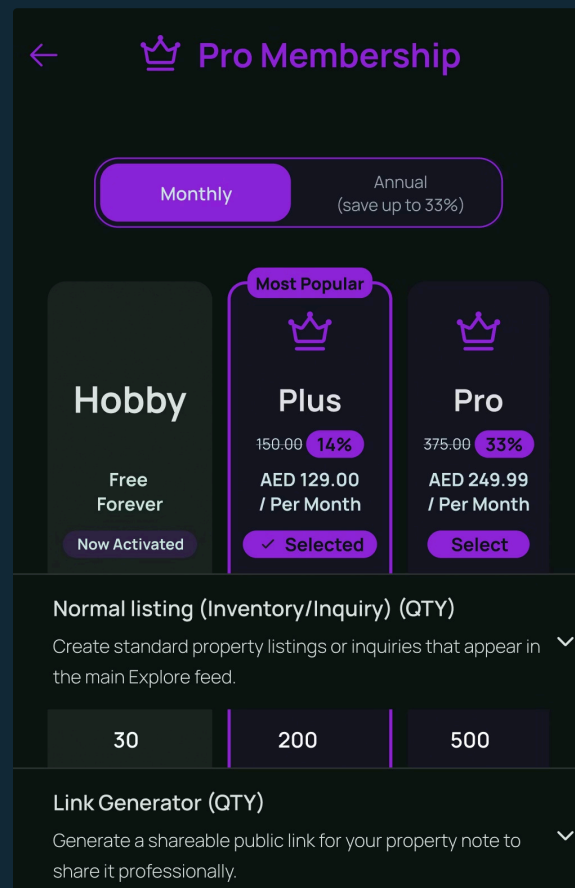
Realtors Hub is the knowledge section inside the app.

Use it for regulations, market updates, guides, and industry news so you stay informed without leaving your workflow.



Plans and Subscription

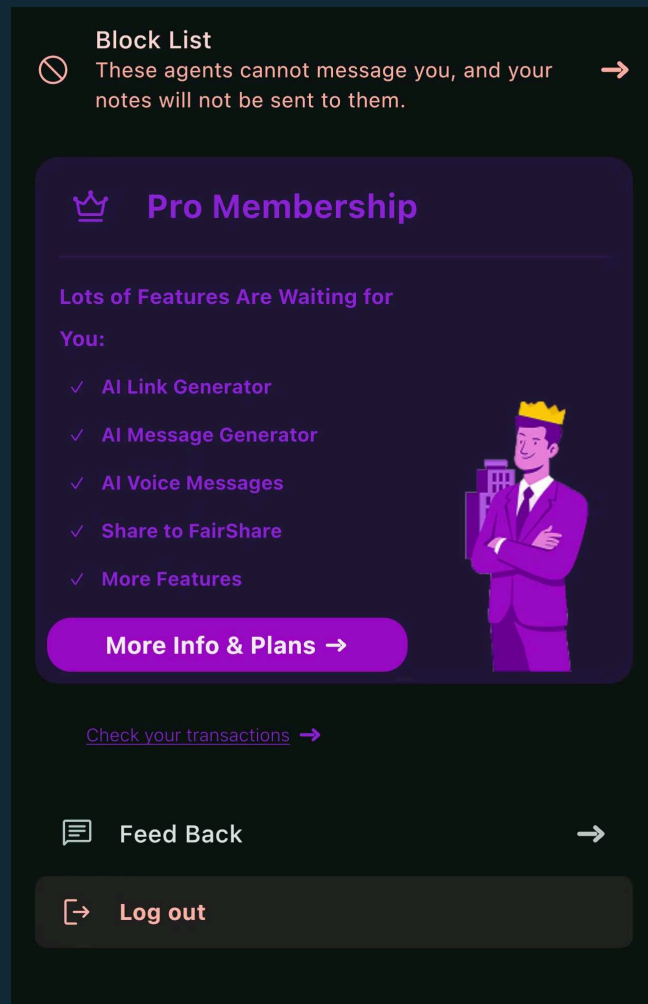
To check your plan and upgrade, go to **Profile** and open **Settings**, then **Pro Membership**.



What You Can Do:

- See your current plan and your usage limits for AI actions, link generation, message generation, voice features, and sharing tools
- If you have a discount code, apply it here
- Upgrade when your volume grows so your daily workflow doesn't hit limits

Transactions, Feedback, **Block List**, **Exit**



In **Settings** you can also manage the operational side.

→ Transaction list

Check payment history

→ Feedback

Report issues and suggest improvements

→ Block list

Keep your network clean when needed

To exit safely:

Use **Log Out** when switching devices. Use **Delete Account** only if you want the account removed. **Uninstall** removes the app from your phone, but it is not the same as deleting the account.