



BEATRICE'S GUIDE TO *PRACTICAL AI*

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Introduction

Since ChatGPT buzzed onto the scene at the end of 2022, the world has never been the same. Hardly a day goes by without a “BREAKING: New AI thing!” headline. Even if you’re tech-savvy, trying to keep up can feel like herding cats in a laser-pointer factory. It’s exhausting even for pros like me...

And in real estate? You hear a lot of “AI is AMAZING!” ...with the same clarity as “motivated seller” - which could mean anything from “priced to move” to “this house is haunted by my mother-in-law”. At Hive MLS, we cut through the noise with two simple questions:

- 1. Will this product or process help our subscribers save time?*
- 2. Will this product or process help our subscribers make more money?*

This guidebook skips the fluff and gets straight to prompts you can actually use today — real examples, real results, no PhD required. A wise man once said: “You should meet people where they are, not where you want them to be”. And when you're ready to start building your own prompts, check out the section at the end of the book.

One more thing: the three Large Language Models (LLMs) in this guide are each about \$20/month. At this point, *not subscribing to at least one* is like printing driving directions from MapQuest in 2026... bless your heart (Did I use that phrase right??). This little monthly spend can take your business to the next level!

Your favorite *Apis mellifera*,

Beatrice
xoxoxo

Legal Disclaimer

This course and all related materials are provided by Hive MLS solely for educational and instructional purposes. Hive MLS does not provide legal, regulatory, compliance, financial, or professional advice. Any prompts, examples, workflows, or demonstrations presented during this course are illustrative only and are not prescriptive.

Readers acknowledge and agree that they are solely responsible for the review, interpretation, modification, validation, and application of any AI prompts, outputs, or results generated through the use of artificial intelligence tools. Hive MLS does not control, monitor, endorse, or guarantee the accuracy, legality, compliance, or appropriateness of any AI-generated content produced by readers.

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Overview of LLMs

The following Large Language Models (LLMs) are used in this guidebook. Model capabilities change quickly, so treat this as a practical snapshot rather than a permanent ranking.

1

ChatGPT (OpenAI)

ChatGPT is a strong all-around assistant for drafting, rewriting, coding, analysis, file-based work, brainstorming, and step-by-step reasoning. OpenAI's GPT models are positioned for complex professional work, with particular strength in coding, reasoning, agentic tasks, tool use, and configurable reasoning effort. ChatGPT is especially useful when users want one flexible assistant that can handle many different work types in one place.

2

Gemini (Google)

Very strong choice for users already working inside the Google ecosystem, especially Workspace, Gmail, Docs, Sheets, Drive, Android, and Google Search-connected workflows. Google describes Gemini as its most intelligent model and emphasizes multimodal understanding, agentic workflows, coding, and enterprise availability. Gemini is a good fit when the task involves research, Google-connected productivity, images, video, audio, or working across Google apps.

3

Claude (Anthropic)

Excellent for writing, editing, summarizing, document review, thoughtful analysis, and complex reasoning. Claude consistently stands out for careful language, structured thinking, and high-quality prose. Recent releases have also strengthened coding, agentic workflows, computer use, financial modeling, and long-context tasks. When your work depends on precision, nuance, or navigating large documents, Claude is often the standout choice.

How to use these prompts

1 **You can't always get what you want... at first**

Prompting is not a one-and-done; it's a conversation. Make sure to ask follow-up questions. Also, read the suggestions at the bottom of the output; it often points you in a direction you didn't know that you could go.

2 **Get comfortable with using multiple LLMs**

You NEED to pay for one of the LLMs. Used correctly, you will save far more time and money than the ~\$20 a month they currently cost. But also use a free version of another LLM to double-check your work, especially when dealing with complex issues like stats or asking the LLM to do the math for you.

3 **Don't pass the output off as your own work**

The goal of using AI is to make us better or more efficient at our job; use the output to train and educate yourself so you are more knowledgeable about a process, a document, a zip code, etc.

4 **Don't input sensitive or confidential information into an LLM like client information or MLS data compilations**

YOU are responsible for the prompts you use. Don't put anything that is confidential or sensitive into an LLM as it can and will be used for training purposes.

5 **Always verify AI outputs before using them**

AI will confidently make things up — always verify. LLMs can fabricate statistics, misquote laws, invent case studies, and get dates, names, and numbers wrong — with total confidence. Never use an AI-generated fact, figure, regulation, or citation in a professional context without independently confirming it.



Lions, Tigers, and CC&Rs, Oh My!

CONTEXT

You find a really long CC&R document on a listing and want a plain-English summary in addition to highlighting some key points that are important to your client.

PROMPT

Perform an OCR scan on the attached document. Before summarizing, count the total number of pages and state that number clearly at the top. If any pages or sections are illegible, blurry, or missing, list those specific pages/sections immediately.

If the document is readable, proceed with the following:

1. Executive Summary: Provide a plain-English overview of the CC&R for a potential buyer.
2. Rules Matrix: Create a table summarizing rules by category: Rental, Pets, Vehicles, Improvements, and Enforcement.
3. Risk Analysis: Extract all HOA approval processes and sort them into a list based on 'Estimated Delay Risk' (High, Medium, Low).

WHAT IT NEEDS

Upload a CC&R document that you found in the MLS

NOTES

1) Models can't always read scanned documents effectively or only read parts of it. Make sure to match the number of pages in the output with the document.

2) This prompt differs in format from the one used [here](#) in Episode 1 of *Beatrice's AI Adventures*.



Game of Docs

CONTEXT

You are looking at a document on a listing or a report with listing data and you don't know where to begin.

PROMPT

Review the attached document as a real estate business coach and document analyst. Identify what kind of document it is, then explain:

1. What most real estate agents would ask about it
2. What smarter questions they should ask
3. What hidden value, risks, follow-up actions, or client talking points may be found in it
4. How an agent could use it in their real estate business

Then create 5 reusable prompts an agent could use with this document to get more value from it. Use only the information visible in the document. Do not invent facts or conclusions. Clearly flag anything that requires verification by a qualified professional, public records, MLS data, or a local authority. Keep the tone practical, professional, plain English, and Fair Housing compliant.

WHAT IT NEEDS

Upload something like a soil report or listing activity report.

NOTES

You can see an old version of this prompt used [here](#) in Episode 4 of Beatrice's AI Adventures.



The Floorplan Whisperer

CONTEXT

You want to get better at showing houses and download the floorplan to prepare.

PROMPT

Act as an experienced real estate showing strategist and training content creator. Review the provided floor plan and create a concise, polished “Showing Crib Sheet” for a real estate agent to use during a buyer showing. Use only information visible or reasonably inferable from the floor plan and answer the following questions:

- 1) Are there any unique features or layouts that differentiate this property?
- 2) How could I position this home as a vacation rental based on the layout and room sizes?
- 3) Suggest the best furniture layout for this living/dining/kitchen space to make it feel open yet functional.
- 4) Make a list of questions buyers might ask when viewing this floor plan and how I should respond.

Also create the final output as a polished one-page PNG in landscape format, styled like a clean agent handout. Use a simple professional layout with the floor plan image placed in the top-right corner.

WHAT IT NEEDS

Upload a floorplan that you find on an MLS listing

NOTES

See a version of this prompt used [here](#) in Episode 2 in *Beatrice's AI Adventures*.



Law and Order:

HOA Unit

CONTEXT

You find a document that shows a pending lawsuit against the HOA on a listing. You want to inform your client about the risks without providing legal advice.

PROMPT

Analyze the provided legal document. Perform OCR to ensure accurate reading of the document. Provide an informational summary of the lawsuit, including the main issues, parties involved, and relief sought. Describe potential considerations a prospective condo buyer might wish to be aware of, focusing on financial, governance, and property use factors. Highlight possible ways these factors could influence property value or marketability. Provide general, non-legal suggestions for further due diligence a buyer could discuss with a qualified attorney or other professional. This analysis is for informational purposes only and is not legal advice.

WHAT IT NEEDS

Upload a pending lawsuit PDF that you found in the MLS

NOTES

1) We are performing OCR (optical character recognition) to increase our chances the document is fully read. There is still no guarantee. Make sure to compare the length of the document manually, then ask the LLM: *How many pages is this document?*

2) See it in action [here](#) in Episode 3 of *Beatrice's AI Adventures*.



The '90s Called - They Want Their Fridge Back

CONTEXT

You are showing a house and your client asks you about the age and condition of an appliance.

PROMPT

Review the attached appliance/system data plate for a real estate transaction.

Use only clearly visible information or reliable manufacturer/serial-number conventions. Do not guess. If something cannot be verified, say "Unable to verify."

Provide:

1. Appliance/system type
2. Manufacturer, model, and serial number
3. Manufacture date and how it was decoded
4. Approximate age
5. Typical useful-life range
6. Age-related risk: Low / Moderate / Elevated
7. Common buyer or inspector concerns
8. Estimated installed replacement cost in ZIP code _____
9. A concise, neutral, client-ready paragraph

Clearly label information as confirmed, researched/decoded, or estimated.

Do not diagnose condition from age alone or predict exact remaining life. Note when professional evaluation is appropriate.

WHAT IT NEEDS

Take a photo of the date plate or manufacturer sticker on an appliance and upload it with the prompt. Don't forget to add the zip code where the property is.

NOTES

Make sure your photo is clear and not fuzzy so it can read the text correctly.



Umm... Can I Get a Copy of That?

CONTEXT

You come across a cool report or graphic that is clearly and you want to do something similar for your market and clients.

PROMPT

You are an expert prompt engineer who reverse-engineers high-quality prompts from example outputs.

TASK: Analyze the attached output and reconstruct the best single prompt that could have produced it.

REQUIREMENTS

- Make it reusable: replace specific names, numbers, and dates with placeholders, while preserving the output's structure, style, and formatting.
- Include only evidenced role, task, constraints, tone, scope, and output-format instructions.
- Match the original's tone, detail, and organization as closely as possible.
- Do not invent system messages, tools, or unseen context. If needed, state one brief assumption.
- Be concise; remove redundant instructions.

OUTPUT FORMAT

Return only the reconstructed prompt in one fenced code block. If needed, add one line below beginning Assumption:.

WHAT IT NEEDS

Upload the document that you like when you run the prompt.

NOTES

DON'T reuse someone else's language, data, or proprietary material. Reverse-engineer the framework, then rebuild it with your own data, angle, and original analysis. You can even use your brokerage colors.



30 Years? In This Economy?

CONTEXT

You want to run the numbers on how much a mortgage would be, plus see how paying a bit extra each month and refinancing in a few years will change things.

PROMPT

Assume a buyer purchases a \$*300,000* home with 20% down and a 30-year mortgage at 6.0%.

- 1) What is the monthly principal and interest payment?
- 2) How much time and interest would they save by adding \$100, \$200, or \$300 extra per month toward the principal?
- 3) Assume they refinance after 2 years to a 5% interest rate with closing costs between 2, 3, 4, and 5%. What would their new monthly payment be, and how long would it take to break even on the refinance?

WHAT IT NEEDS

Just replace the numbers in *italics* with yours.

NOTES

Whenever you use an LLM to do math, run the same prompt through another LLM to double-check. It is better to be safe than sorry and it only takes a minute.



Trust Me. A Bed Frame Isn't Optional.

CONTEXT

You are touring an unfurnished house and your client knows nothing about interior design and can't see themselves in that room.

PROMPT

Generate a photorealistic virtual staging image for this empty residential bedroom. Use a [Masculine Industrial] design language, focusing on [natural woods and whites / dark metals and leathers]. Ensure all furniture is physically grounded with accurate shadows and matches the room's existing light sources perfectly, without altering the floors, walls, or fixtures.

WHAT IT NEEDS

A photo of a room like a bedroom or living room that is unfurnished.

NOTES

1) This is the kind of prompt you can do on your phone after taking a photo while your client is walking around; it is pretty fast in Gemini and now works in ChatGPT as well.

2) Try this ones out:

a) [Farmhouse] + [painted wood and soft neutrals / black metal accents / cozy textures like linen and woven baskets]

b) [Coastal Contemporary] + [airy whites and sandy neutrals / light woods / natural fibers like jute and linen / soft blue accents]



I Can Smell The Cat Pee from Here

CONTEXT

Your client sees a fixer upper in the MLS and wants to know if it would make more sense to fix it up or rent it out.

PROMPT

Act as a real estate agent with 20+ years of experience advising investors. Please do an in-depth photo-by-photo analysis of this property and identify all needed renovations and updates, categorized as critical/structural, necessary for habitability, and cosmetic upgrades. Provide cost estimates based on local labor and materials for zip code 28333 (*Wayne County, NC*). Include a 10-15% contingency budget. Estimate a renovation timeline. Calculate holding costs during renovation (taxes, insurance, utilities). Determine the After Repair Value (ARV) based on comparable sales in the area. Provide ROI analysis for a flip scenario (purchase price *\$210,000* + renovation + holding costs vs. ARV). Provide ROI analysis for a rental scenario including monthly cash flow breakdown (rent estimate minus mortgage, taxes, insurance, property management, and maintenance reserve). Flag any red flags or issues that warrant professional inspection before purchase. You are strictly forbidden from inventing facts or figures.

WHAT IT NEEDS

The listing report as a PDF and the Only Photos report. This prompt only works for Flexmls users currently.

NOTES

Swap out the *italics* with the correct location and numbers.



Appraised and Confused

CONTEXT

You are an appraiser and want to prep a walk-through before you do a physical inspection of a property for an appraisal. You will use the listing report and photos of the property.

PROMPT

This prompt is too large to post here (more than 1000 words). To use it, go to hivemls.training/ai and look for the Appraised and Confused prompt at the bottom of the page or download it [here](#). It is a text file.

WHAT IT NEEDS

The listing report as a PDF and the Only Photos report. This prompt only works in Flexmls currently.

NOTES

- 1) This is not an appraisal by itself; the purpose of the output is to show you where it can find issues based on photo analysis, or where photo analysis isn't enough. It should also show you the most efficient way to do a walk-through. You still need to do your part.
- 2) The prompt says that this is set up for a strict 30 minute walkthrough. There are two locations in the prompt that mention that. You can change it to 60 minutes for larger houses or if you need more time.
- 3) You could also use this prompt as the listing agent to see what issues could come up for an FHA appraisal for the stricter requirements.



Why Is the Toilet Seat Always Up?

CONTEXT

You are about to launch a listing and want to know whether your photo package tells a complete, accurate, compelling property story.

PROMPT

Act as a real estate listing-marketing reviewer. Analyze the attached listing report and photos, and the floor plan if available. Note: The attached report is pulled from an incomplete/pre-activation MLS listing status. Do not treat this status as a data-quality defect or let it lower the confidence score — it reflects normal pre-launch workflow, not an error in the materials. List the rooms, exterior areas, and features covered by the images. Identify what is missing, underrepresented, poorly sequenced, dark, cluttered, cropped, or unclear, and flag report fields that are missing, inconsistent, or don't match the photos. Create: 1) A photo faux pas review, flagging any presentation issues visible in the images — toilet seat left up, exposed trash cans, pets or people in frame, cluttered countertops, personal items (medications, mail, photos), unmade beds, reflections showing the photographer, mismatched lighting/white balance, or similar distractions from the listing, 2) A reshoot checklist with specific shots to capture, 3) A list of details to verify before marketing, such as fixtures, finishes, views, included items, or report fields, and 4) Three property-focused listing-description themes supported by the photos and report. Do not alter, conceal, or minimize defects or report errors. Do not make claims about neighborhood safety, schools, lifestyle, or the kinds of people who would enjoy it. Use only what is visible or stated in the materials. Finish with a confidence score of the output and why.

WHAT IT NEEDS

In your incomplete listing, go to Print or Email This Listing. Then print the full listing report (NCR Full 1) and the Only Photos Report separately.

NOTES

The prompt currently works for only Flexmls user unless you upload all the photos manually as a Matrix user.



How Deep Is Your Research

CONTEXT

You want to do a deep dive and find everything you can about a specific property on the internet.

PROMPT

This prompt is too large to post here (more than 1000 words). To use it, go to hivemls.training/ai and look for Episode 5 Prompt at the bottom of the page or download it [here](#). It is a text file.

All you need to do is replace *<insert the full address here of the property>* a few lines down with the address of the property you are researching.

WHAT IT NEEDS

Just the prompt. It will search the internet for the necessary information. Also use Deep Research.

NOTES

1) This will create lengthy output (8+ pages) and usually takes at least 10-30 minutes, though it will depend on the LLM model used. Ask for highlights with the following prompt after it is completed:

Review the output and provide me the 10 most interesting, client-ready highlights from the report. My client is looking to (buy/sell) this property.

Buying would should what features make it stand out. For selling, get ideas for your listing description.

2) Watch it in action [here](#).



DOM Is Not Demand and Other Bedtime Stories

CONTEXT

You want to do a market retrospective so you can have an expert understanding of a specific market.

PROMPT

Act as a senior real estate market analyst for sophisticated investors. Provide a forensic retrospective of *Grovetown, GA (Columbia County)* covering 2023–2025 and a strategic 2026 forecast. Dissect the market into distinct liquidity regimes by price band and asset class, integrating non-MLS drivers like institutional expansion and rental supply shifts. Identify structural distortions and hidden feedback loops where headline data is misleading. Deliver 10 counter-intuitive insights using named frameworks (e.g., “Inventory Ceilings” or “The Rental Compression Trap”). For each, provide data-backed evidence, explain why common interpretations are wrong, and outline tactical implications for 2026. Maintain a precise, slightly contrarian tone, resolving conflicting metrics without generic optimism. Ensure full Fair Housing Act compliance. You are strictly forbidden from inventing facts or figures. If a specific metric is unavailable, explicitly state 'Data Insufficient' for that segment. Attribute all headline stats to standard sources (Websites, Census, or County Records).

WHAT IT NEEDS

Just the prompt with the correct city, state, and county. Make sure to turn on Research or Deep Research in the model.

NOTES

This will create lengthy output and can take up to 20 minutes. You need to review the output even though we told the model to not make things up.



The Market isn't Crashing,

Kevin

CONTEXT

You want to create a plain-English market update for a zip code or city that you can use

PROMPT

Act as a real estate market strategist and research assistant. Research the latest housing market and local economic conditions for [ZIP code, city, neighborhood, or farm area]. Use reliable sources such as MLS data if provided, Redfin, Zillow, Realtor.com, NAR, local government/planning sites, economic development sources, FRED/BLS, Census, and reputable local news. Summarize: home prices, inventory, days on market, price reductions, sale-to-list trends, buyer/seller behavior, new construction, zoning, infrastructure, jobs, migration, mortgage rates, insurance, or other local factors affecting demand. Separate verified facts from interpretation. Flag conflicting, outdated, weak, or missing data instead of guessing. Do not overstate predictions or imply guarantees. Provide:

1. A brief “what’s happening now” summary
2. A cautious 3–6 month outlook for buyers and sellers
3. 3–5 client-safe talking points an agent can use
4. A short newsletter or social media version
5. Source citations for key facts

Avoid jargon, hype, Fair Housing risk, and unsupported claims. Write for a smart, non-expert audience.

WHAT IT NEEDS

Just the prompt with the correct city or zip code. Make sure to turn on Research or Deep Research in the model.

NOTES

Portal data often disagrees because each site measures the market differently.



Objection Jiu Jitsu

CONTEXT

You just did a CMA and you want to be prepared for a listing presentation.

PROMPT

Act as an expert real estate listing strategist. I am uploading a detailed CMA and a document comparing various AVMs (Zestimate, Redfin, etc.) for a specific property. Please analyze these files to help me prepare for a listing presentation. Specifically: 1) Synthesize the data to identify the 'Pricing Sweet Spot' and explain any discrepancies between the AVMs and the CMA valuation; 2) Highlight the 3 most impactful comps from the report and explain why they are the best benchmarks; 3) Identify key market trends from the data, such as inventory levels or average days on market, to create a 'why now' narrative; 4) Flag any potential pricing objections or 'red flag' sales in the area and provide a brief script to address them; and 5) Summarize this and create a one-page 'Agent Cheat Sheet' PDF that I can reference during the meeting. Maintain a professional, data-driven, and confident tone throughout.

WHAT IT NEEDS

A printoff of the CMA Prep spreadsheet taught in The Full CMA class, available on the training website. It also needs a CMA from Flexmls, Matrix, or RPR.

NOTES

RPR calculates stats differently than Flexmls or Matrix, so make sure to review the market trends section carefully if you use the RPR CMA.

Cold Feet, Warm Script

CONTEXT

Your client is getting cold feet about buying in this market. You want to be prepared to answer their objections.

PROMPT

My client has decided to wait a few years to buy instead of now. They are currently renting. How can I handle these common objections:

- 1) I want to wait for interest rates to drop.
- 2) Renting is cheaper right now.
- 3) Home prices might drop.
- 4) I'm not sure I'll stay long term.

Provide a detailed explanation of how I can handle their objections and let me know if I have missed any other objections. Use the following numbers:

They are currently renting at \$2300 a month.

They are looking to buy a \$300,000 home with 10% down.

WHAT IT NEEDS

Just replace the numbers in *italics* with yours.

NOTES

Whenever you use an LLM to do math, run the same prompt through another LLM to double-check. It is better to be safe than sorry and it only takes a minute.

HGTV Lied to You

CONTEXT

Your clients are convinced that the beach property they want will pay for itself on AirBNB. You aren't so sure.

PROMPT

I am evaluating this condo for my client. Please calculate if it would make financial sense to buy it and use only net rental income to pay off a 30-year mortgage. I have attached documents where you will find rental income, HOA costs, taxes, and/or special assessments. Include real-world monthly costs and assume a down payment of 20%. Run the analysis for mortgage rates at 5%, 5.5%, and 6%.

**WHAT IT
NEEDS**

Print as PDF the listing report and upload that with the most recent income statement from AirBNB or property management company that you find on the listing.

NOTES

Whenever you use an LLM to do math, run the same prompt through another LLM to double-check. It is better to be safe than sorry and it only takes a minute.

Not Today, Nigerian Prince

CONTEXT

You get an email and you aren't sure if it is legit or a scam.

PROMPT

Analyze the following email text for signs of phishing, fraud, or social engineering. Please provide a breakdown of:

1. Urgency & Emotion: Does it use artificial deadlines or threats to provoke a panic response?
2. Sender & Context: Does the request make sense for the supposed sender?
3. Suspicious Links/Requests: Are there calls to action that involve clicking a link, downloading a file, or sharing sensitive info?
4. Inconsistencies: Check for odd formatting, generic greetings, or 'off' branding.
5. Risk Rating: Give it a score from 1 (Safe) to 10 (High Risk).

Email Text to Analyze: [PASTE EMAIL HERE]

WHAT IT NEEDS

Just the prompt and the email text pasted. Make sure to include the **from email** so it can analyze the company and see if they have a web presence or email server.

NOTES

Even just typing "Is this email legit?" and pasting the email should work fine, but the prompt above will start to train you on what to look for.

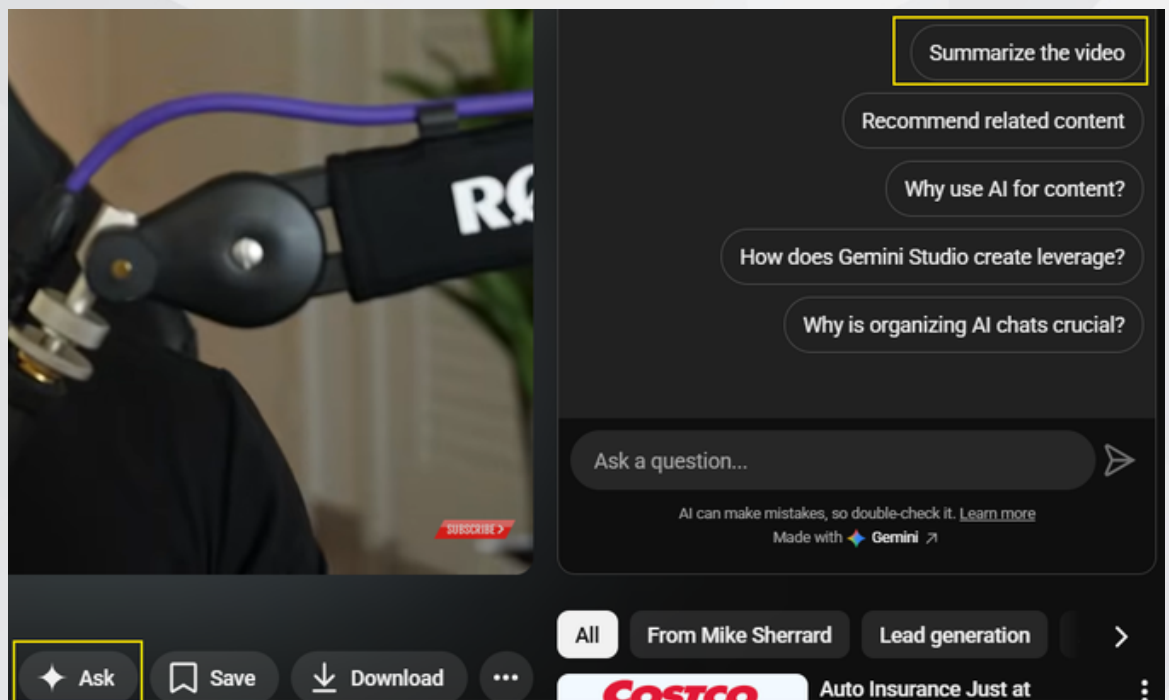
Ain't Nobody Got Time for That

CONTEXT

You find a video on YouTube but you don't want to waste time to find out if the content is relevant or useful.

PROMPT

This is just a different way to use a prompt. Once you click on the Ask button below a video, you should see an option for *Summarize the video* on the right side of the screen. You need to be logged into a Google account to see this.



WHAT IT NEEDS

A YouTube video. Use this video to try it out:
<https://www.youtube.com/watch?v=HFYtD1zck0Q>

NOTES

You will need to be logged into a Gmail account to see this. Click on the time stamp to jump to that section of the video when reviewing the summary. Also, pay attention to the follow-up questions in case you need to get more in-depth information.

How to create a prompt

Prompting has gotten much easier. You don't have to know how to write a great prompt—you can ask your favorite LLM to create one, review it, and refine it. Let's start with a scenario: A listing has been on the market for 60 days without results, and you need to prepare for a price reduction conversation with the seller. Use this simple structure:

[Problem you want to solve]. Turn this situation into a detailed, ready-to-use prompt.

Example:

Help me prepare for a price reduction conversation with a seller whose home has been on the market for 60 days. Turn this situation into a detailed, ready-to-use prompt.

The AI will generate a detailed prompt. Review it and request changes as needed.

The prompt I received asked me to enter a lot of data manually. I told the AI to pull that information from a listing detail report PDF I would upload, then asked it to update the prompt.

After reviewing it again, I realized the AI also needed neighborhood pricing data to structure the conversation effectively. I told it I would upload a Homes.com Home Valuation Report PDF and asked it to rewrite the prompt again.

Now I have a prompt that does what I need. I can copy it into a new chat, upload the required documents or content, and run it.

Asking AI to help build and refine your prompt is one of the most effective prompting methods available today.

Contact Information

Questions? Comments? Typos or formatting issues?
Please reach out to us.



training@hivemls.com

Want to see more training content or learn more about
Hive MLS? Check out our websites.



hivemls.com
hivemls.training
hivemls.org