

# SINGLE FAMILY: SHOWING INSTRUCTION FORM

REV 6

Today's Date: / /20

New Listing  Change to Existing Listing

Listing Address: \_\_\_\_\_

MLS Listing #: \_\_\_\_\_

| Appointment Handling   | Appointment Type   | Advanced Notice   |   | Refer |
|--|--|---|---|-------|
| <input type="radio"/> Don't Allow Appt Center to Take Appts.<br><input type="radio"/> Don't Allow Online Scheduling  | <input type="radio"/> Appt. Required Conf. with ANY<br><input type="radio"/> Appt. Required Conf. with ALL<br><input type="radio"/> Courtesy Call<br><input type="radio"/> Go & Show<br><input type="radio"/> Refer to Listing Agent | <input type="radio"/> No Same Day Appts <input type="radio"/> Lead Time | <input type="radio"/> Inspections to Listing Agent<br><input type="radio"/> Appraisals to Listing Agent |       |
| Appointment Overlaps   |  | Required  | Suggested   |       |
| <input type="radio"/> Yes - No Need to Inform Showing Agent<br><input type="radio"/> Yes - Please Inform the Showing Agent<br><input type="radio"/> No - Exclusive Showings Only |  | <i>Minimum 1 hour increments</i>  | <i>Minimum 1 hour increments</i>  |       |
|  |  | hr(s)   | hr(s)   |       |
|  | Max Appointment Length   |   |   |       |
|  | <input type="radio"/> 15 mins <input type="radio"/> 30 mins <input type="radio"/> 45 mins <input type="radio"/> 1 hr <input type="radio"/> 1 hr 30 mins <input type="radio"/> 2 hrs  |   |   |       |

|  |                |              |  |
|--|----------------|--------------|--|
| Call Order #<br><input type="radio"/> 1st<br><input type="radio"/> 2nd<br><input type="radio"/> 3rd<br><input type="radio"/> 4th | Listing Agent: | Office Name: | <input type="radio"/> I want to Confirm <input type="radio"/> Just send an FYI<br><input type="radio"/> Phone <input type="radio"/> Email <input type="radio"/> Text<br>Notification of Conf & Canc'd Appts. via<br><input type="radio"/> Phone <input type="radio"/> Email <input type="radio"/> Text |
|  | Mobile:        | Alt. Phone:  |  |
|  | Email:         |              |  |

|  |  |         |  |             |
|--|--|---------|--|-------------|
| Call Order #<br><input type="radio"/> 1st<br><input type="radio"/> 2nd<br><input type="radio"/> 3rd<br><input type="radio"/> 4th | <input type="radio"/> Agent<br><input type="radio"/> Owner<br><input type="radio"/> Occupant | Name:   | <input type="radio"/> I want to Confirm <input type="radio"/> Just send an FYI<br><input type="radio"/> Phone <input type="radio"/> Email <input type="radio"/> Text<br>Notification of Conf & Canc'd Appts. via<br><input type="radio"/> Phone <input type="radio"/> Email <input type="radio"/> Text |             |
|  |  | Mobile: |  | Alt. Phone: |
|  |  | Email:  |  |             |

|  |  |         |  |             |
|--|--|---------|--|-------------|
| Call Order #<br><input type="radio"/> 1st<br><input type="radio"/> 2nd<br><input type="radio"/> 3rd<br><input type="radio"/> 4th | <input type="radio"/> Agent<br><input type="radio"/> Owner<br><input type="radio"/> Occupant | Name:   | <input type="radio"/> I want to Confirm <input type="radio"/> Just send an FYI<br><input type="radio"/> Phone <input type="radio"/> Email <input type="radio"/> Text<br>Notification of Conf & Canc'd Appts. via<br><input type="radio"/> Phone <input type="radio"/> Email <input type="radio"/> Text |             |
|  |  | Mobile: |  | Alt. Phone: |
|  |  | Email:  |  |             |

| Share Showing Agent Info?   | Access Information  | Alarm Information                               |
|---|---|---|
| <input type="radio"/> No, do not share<br><input type="radio"/> Yes, share agent's company<br><input type="radio"/> Yes, share agent's name and company<br><input type="radio"/> Yes, share all agent details | <input type="radio"/> Combo<br><input type="radio"/> Supra<br><input type="radio"/> Sentrilock<br><input type="radio"/> Risco LB<br><input type="radio"/> Other<br>Notes <input type="radio"/> Front Door <input type="radio"/> Back Door <input type="radio"/> Side Door | Disarm Code:<br>Arm Code:<br>Passcode:<br>Notes |
|   | Combination<br>Serial #<br>Other  |   |

**Notes to Appt. Staff**

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**Notes to Showing Agent**

Leave card  Scramble lockbox when leaving  
 Lock doors  Remove shoes or wear booties  
 Turn off lights  Return and secure key in lockbox

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