SINGLE FAMILY: SHOWING INSTRUCTION FORM

REV 4

Today's Date: / /20

○ New Listing ○ Change to Existing Listing ○ Is an Exception

Listing Address:

MLS Listing #:

FOR LISTING EXCEPTIONS ONLY

Reason:

Date: / /20 to / /20 (Leave Blank if this is a One-Time Rule)

Time: : ○AM ○PM to : ○AM ○PM ○ All-Day

Only On: ○Mon ○Tue ○Wed ○Thur ○Fri ○Sat ○Sun

Call Order # ○1st ○2nd ○3rd ○4th

Listing Agent: Office Name:

Mobile: Alt. Phone:

Email:

○ I want to Confirm ○ Just send an FYI

○ Phone ○ Email ○ Text

Notification of Conf & Canc'ld Appts. via

○ Phone ○ Email ○ Text

Call Order # ○1st ○2nd ○3rd ○4th

○ Agent ○ Owner ○ Occupant

Name:

Mobile: Alt. Phone:

Email:

○ I want to Confirm ○ Just send an FYI

○ Phone ○ Email ○ Text

Notification of Conf & Canc'ld Appts. via

○ Phone ○ Email ○ Text

Call Order # ○1st ○2nd ○3rd ○4th

○ Agent ○ Owner ○ Occupant

Name:

Mobile: Alt. Phone:

Email:

○ I want to Confirm ○ Just send an FYI

○ Phone ○ Email ○ Text

Notification of Conf & Canc'ld Appts. via

○ Phone ○ Email ○ Text

Call Order # ○1st ○2nd ○3rd ○4th

○ Agent ○ Owner ○ Occupant

Name:

Mobile: Alt. Phone:

Email:

○ I want to Confirm ○ Just send an FYI

○ Phone ○ Email ○ Text

Notification of Conf & Canc'ld Appts. via

○ Phone ○ Email ○ Text

Appointment

Handling
- ○ Don't Allow Appt Center to Take Appts.
- ○ Don't Allow Online Scheduling

Overlaps
- ○ Yes - No Need to Inform Showing Agent
- ○ Yes - Please Inform the Showing Agent
- ○ No - Exclusive Showings Only

Appointment Type
- ○ Appt. Required Conf. with ANY
- ○ Appt. Required Conf. with ALL
- ○ Courtesy Call
- ○ Go & Show
- ○ Refer to Listing Agent

Appointment Restrictions
- ○ Don't Schedule Inspections
- ○ Don't Schedule Appraisals

Lead Time

Required hr(s)

Suggested hr(s)

Max Appt. Length
- ○ 15 mins
- ○ 30 mins
- ○ 45 mins
- ○ 1 hr
- ○ 1 hr 30 mins
- ○ 2hrs

Access Information
- ○ Combo
- ○ Supra
- ○ SentriLock
- ○ Risco LB
- ○ Other

Combination

Serial #

Other

Access Notes

○ Front Door ○ Back Door ○ Side Door

Alarm Notes

Alarm Information

Disarm Code:

Arm Code:

Passcode:

Notes to Appt. Staff

Notes to Showing Agent

○ Please leave card. ○ Scramble lockbox when leaving. ○ Return and secure key in lockbox.
○ Please lock doors. ○ Please remove shoes or wear booties. ○ Please turn off lights.