

SINGLE FAMILY: SHOWING INSTRUCTION FORM

REV 9

Today's Date: / / 20__

New Listing Change to Existing Listing

Listing Address: _____

MLS Listing #: _____

Appointment Handling	Appointment Type	Advanced Notice	Share Showing Agent Info?						
<input type="radio"/> Don't Allow Appt Center to Take Appts. <input type="radio"/> Don't Allow Online Scheduling Allow Showing Agents to Request Virtual Appointments? <input type="radio"/> In-Person and Virtual Appointments <input type="radio"/> Virtual Appointments Only <input type="radio"/> In-Person Appointments Only Refer Appointments to <input type="radio"/> Inspections to Listing Agent <input type="radio"/> Appraisals to Listing Agent	<input type="radio"/> Appt. Required Conf. with ANY <input type="radio"/> Appt. Required Conf. with ALL <input type="radio"/> Courtesy Call <input type="radio"/> Go & Show <input type="radio"/> Refer to Listing Agent	<input type="radio"/> No Same Day Appts <input type="radio"/> Lead Time <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="width: 50%;">Required</th> <th style="width: 50%;">Suggested</th> </tr> <tr> <td style="text-align: center;"><small>Minimum 1 hour increments</small></td> <td style="text-align: center;"><small>Minimum 1 hour increments</small></td> </tr> <tr> <td style="text-align: center;">hr(s)</td> <td style="text-align: center;">hr(s)</td> </tr> </table>	Required	Suggested	<small>Minimum 1 hour increments</small>	<small>Minimum 1 hour increments</small>	hr(s)	hr(s)	<input type="radio"/> No, do not share <input type="radio"/> Yes, share agent's company <input type="radio"/> Yes, share agent's name and company <input type="radio"/> Yes, share all agent details
Required	Suggested								
<small>Minimum 1 hour increments</small>	<small>Minimum 1 hour increments</small>								
hr(s)	hr(s)								
Minimum 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									
Maximum 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 #	Listing Agent:	Office Name:	<input type="radio"/> I want to Confirm <input type="radio"/> Just send an FYI
<input type="radio"/> 1st	Mobile:	Alt. Phone:	<input type="radio"/> Push <input type="radio"/> Phone <input type="radio"/> Email <input type="radio"/> Text
<input type="radio"/> 2nd	Email:		Notification of Conf & Canc'd Appts. via
<input type="radio"/> 3rd			<input type="radio"/> Push <input type="radio"/> Phone <input type="radio"/> Email <input type="radio"/> Text
<input type="radio"/> 4th			

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

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

Appointment Overlaps	Access Information	Alarm Information
<input type="radio"/> Yes - No Need to Inform Showing Agent <input type="radio"/> Yes - Please Inform the Showing Agent <input type="radio"/> No - Exclusive Showings Only Max Overlapping Showings? (only available when overlaps is set to yes) Enter a number (2 -10) or check the box for no limit. Enter a number from 2 to 10 or check the box for unlimited overlaps <input type="checkbox"/> unlimited appointment overlaps	<input type="radio"/> Combo <input type="radio"/> Supra <input type="radio"/> SentiLock <input type="radio"/> Risco LB <input type="radio"/> Other <input type="radio"/> Front Door <input type="radio"/> Back Door <input type="radio"/> Side Door	Disarm Code: _____ Arm Code: _____ Passcode: _____ Notes: _____
Buffer Time? (only available when overlaps is set to no) <input checked="" type="radio"/> 15 mins <input type="radio"/> 30 mins <input type="radio"/> 45 mins <input type="radio"/> 1 hr <input type="radio"/> 75 mins <input type="radio"/> 90 mins	Notes	

Notes to Appt. Staff

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
