

SINGLE FAMILY: SHOWING INSTRUCTION FORM

REV 4

Today's Date: _____

New Listing Change to Existing Listing Is an Exception

Listing Address: _____

Reason: _____

Date: _____ to _____ Leave Blank if this is a One-Time Rule

MLS Listing #: _____

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: Misty Soldwisch Office Name: _____
 Mobile: _____ Alt. Phone: _____
 Email: misty@mistysold.com

I want to Confirm Just send an FYI
 Phone Email Text
 Notification of Conf & Canc'd Appts. via
 Phone Email Text

Call Order # Agent Owner Occupant
 Name: _____
 Mobile: _____ Alt. Phone: _____
 Email: _____

I want to Confirm Just send an FYI
 Phone Email Text
 Notification of Conf & Canc'd Appts. via
 Phone Email Text

Call Order # Agent Owner Occupant
 Name: Karla Derrickson
 Mobile: 515-979-5904 Alt. Phone: _____
 Email: karl@mistysold.com

I want to Confirm Just send an FYI
 Phone Email Text
 Notification of Conf & Canc'd Appts. via
 Phone Email Text

Call Order # Agent Owner Occupant
 Name: _____
 Mobile: _____ Alt. Phone: _____
 Email: _____

I want to Confirm Just send an FYI
 Phone Email Text
 Notification of Conf & Canc'd 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.