

APPOINTMENT INSTRUCTIONS

MLS # _____

Property _____

Agent _____

Appointment Instructions

Min Notice Required: _____ (hours)

Max Appt Duration: 1 hr 1/2 hr 15 mins

Allow Double Bookings: YES NO

Admin / Front Desk Instructions (select one box)

CONTACT SELLERS / LISTING CONTACTS:

- Call listing contact(s) & wait for confirmation
- Email / Text listing contact(s) & wait for confirmation
- Leave voicemail & immediately confirm

AUTO- CONFIRM APPOINTMENTS

- Property is vacant, always confirm
- Auto Message listing contact(s) and confirm

LISTING AGENT TO CONFIRM

- Call listing agent for confirmation instructions
- Page listing agent for confirmation instructions
- Do not contact listing agent. They will confirm direct.

Page Me Regarding

- New Appt Denied Cancelled
- Confirmed Time Change Reminders

Special Instructions / Time & Day Restrictions

Are there any restricted times / days / special instructions?

Access Instructions:

- Lockbox
- Door Code
- Go Direct
- Key
- SentriLock

 **CODE**

Where is the LBX located? / Any other access instructions?

Is there an Alarm? YES NO

 **ALARM CODE**

Showing Agent Instructions:

Other info for Showing Agent:

- Turn Off Lights
- Remove Shoes
- Leave Card
- Lock Doors
- Call if late
- Knock First
- Bring RECO Lic.

Listing Contacts

Name: _____

Phone: (_____) _____ - _____

Email: _____

Notify By:

- Email
- Text Msg
- Must Call**

Appointment Permissions:

- Can **Confirm**
- Can **Deny**

Send The following notifications:

- New Appt Denied Cancelled
- Confirmed Time Change Reminders

Name: _____

Phone: (_____) _____ - _____

Email: _____

Notify By:

- Email
- Text Msg
- Must Call**

Appointment Permissions:

- Can **Confirm**
- Can **Deny**

Send The following notifications:

- New Appt Denied Cancelled
- Confirmed Time Change Reminders

Property _____

Agent _____

When are offers begin accepted? (select one box) Offers Accepted Anytime Holding Offer Date

Date: _____ Time: _____

Are you accepting pre-emptive offers: YES NO**Other Instructions** (select one box)Are you requesting a minimum irrevocable? YES NO

If yes, how long: _____ (hours)

Other details showing agents should know? (explain below)

Offer Submission Method **In Person**

At Location: _____

 By E-mail

To Email: _____

 Fax

To Fax #: _____

 Other Method (explain)**Automated Offer Notification - Preferences****When an offer is registered,
Automatically Notify:**
(select one) ALL AGENTS WHO'VE SEEN THE PROPERTY (default) ONLY AGENTS WITH REGISTERED OFFERS DO NOT NOTIFY ANYONE

Is there any additional information you would like to include in the automated notification that goes to the showing agents when an offer is registered?