

Please complete this form and submit to your listing manager.



**Office, Agent and Listing Information**

Today's Date:    /    /	○ New Listing	○ Change To Existing Listing
Office Name & Listing Agent		
Listing Address:		
MLS Listing #:		

**Appointment Basics**

**Appointment Type: Please select 1 (X)**

Appointment Required Confirm w/ ANY       Appointment Required Confirm w/ ALL  
 Courtesy Call       Show & Go       Refer to Listing Agent

<p><b>Allow Overlapping Appointments? Select 1 (X)</b></p> <p> <input type="checkbox"/> Yes – No need to inform the showing agents  <input type="checkbox"/> Yes – Please tell the showing agent ahead of time  <input type="checkbox"/> No – Exclusive showings only                 </p>	<p><b>Scheduling Permissions: Circle all that apply</b></p> <table style="width:100%;"> <tr> <td>Allow Online Appt. Requests?</td> <td>Yes</td> <td>No</td> </tr> <tr> <td>Requires Spanish-Speaking staff?</td> <td>Yes</td> <td>No</td> </tr> <tr> <td>Allow Inspections?</td> <td>Yes</td> <td>No</td> </tr> <tr> <td>Allow Appraisals?</td> <td>Yes</td> <td>No</td> </tr> </table>	Allow Online Appt. Requests?	Yes	No	Requires Spanish-Speaking staff?	Yes	No	Allow Inspections?	Yes	No	Allow Appraisals?	Yes	No
Allow Online Appt. Requests?	Yes	No											
Requires Spanish-Speaking staff?	Yes	No											
Allow Inspections?	Yes	No											
Allow Appraisals?	Yes	No											

**Contact Details (Including Listing Agents, Owners and Tenants)**

Call 1 <sup>st</sup>	Name	Phone	Email
	<input type="checkbox"/> Owner <input type="checkbox"/> Occupant <input type="checkbox"/> Agent <input type="checkbox"/> Mobile <input type="checkbox"/> Home <input type="checkbox"/> Office		
	Can Confirm Appts By	Notify of Confirmed/Cancelled Appts By	
	<input type="checkbox"/> Text Message <input type="checkbox"/> Email <input type="checkbox"/> Phone	<input type="checkbox"/> Text Message <input type="checkbox"/> Email <input type="checkbox"/> Phone	

Call 2 <sup>nd</sup>	Name	Phone	Email
	<input type="checkbox"/> Owner <input type="checkbox"/> Occupant <input type="checkbox"/> Agent <input type="checkbox"/> Mobile <input type="checkbox"/> Home <input type="checkbox"/> Office		
	Can Confirm Appts By	Notify of Confirmed/Cancelled Appts By	
	<input type="checkbox"/> Text Message <input type="checkbox"/> Email <input type="checkbox"/> Phone	<input type="checkbox"/> Text Message <input type="checkbox"/> Email <input type="checkbox"/> Phone	

Call 3 <sup>rd</sup>	Name	Phone	Email
	<input type="checkbox"/> Owner <input type="checkbox"/> Occupant <input type="checkbox"/> Agent <input type="checkbox"/> Mobile <input type="checkbox"/> Home <input type="checkbox"/> Office		
	Can Confirm Appts By	Notify of Confirmed/Cancelled Appts By	
	<input type="checkbox"/> Text Message <input type="checkbox"/> Email <input type="checkbox"/> Phone	<input type="checkbox"/> Text Message <input type="checkbox"/> Email <input type="checkbox"/> Phone	

**Lockbox and Security System**

<p><b>Select Lockbox Type:</b></p> <p>Combo / Supra / SentiLock / Risco / Other / None</p> <p>Combination or Serial #:</p> <p><u>Lockbox Notes:</u></p>	<p>Disarm Code:</p> <p>Arm Code:</p> <p>Passcode:</p> <p><u>Security System Notes:</u></p>
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**Showing Restrictions**

Required Lead Time: _____ Hour(s)	<u>Date Restriction</u>	
Suggested Lead Time: _____ Hour(s)	Date:	Time:

**Additional Instructions**

Notes for Appt. Staff:	Notes for Showing Agent:
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