**Viewings without our presence: (this is the emails we send/process to clients). when we would ask clients to sign a viewing form in order to send them the location of the property and the identity of the property. It is 2 step process generally. Depends which step the agent would ask. We will show plot or land and we don’t want to go at first viewing..**

SUBJECT: **Viewing Form Confirmation – Zyprus ID: 22730**

**When we share the exact location and information of the property without one of our agents in presence. It is mostly used for Plots and Land Parcels.. potential buyers sign a viewing form .. we make registration to the seller and then we send this to the potential buyer..we also use this on the banks properties (for Plots and lands) when we show properties.**

**So Sophia, should ask in the second email if our agent did register the ckient.. before Sophia send the full information of the property**

**1st Email to Potential Buyers to sign our viewing form.**

Dear Maria,

Good morning, I hope this message finds you well.

Further to our recent communication, could you kindly sign the attached viewing form and return a scanned copy or photo to us?

Once we receive the signed form, we will provide you with all the relevant information for your initial review.

I look forward to hearing from you.

**2nd Email to Potential Buyers for giving them the location of the property in that unusual case (here Sophia asks...)**

Dear Maria,

Thank you for your email.

Please find hereby the requested details of the subject property for your initial review.

**Property Link:** https://www.zyprus.com/land/22730/residential-land-in-vergina-larnaca

**Google Map Location:**

<https://www.google.com/maps/place/34%C2%B055'00.5%22N+33%C2%B035'40.0%22E/@34.916799,33.5937468,284m/data=!3m2!1e3!4b1!4m14!1m7!3m6!1s0x0:0x0!2zMzTCsDU1JzAwLjUiTiAzM8KwMzUnMzkuNSJF!3b1!8m2!3d34.9168!4d33.5943!3m5!1s0x0:0x0!7e2!8m2!3d34.9167986!4d33.5944377>

**Registration Details:** DLS Information Attached

Should you require any additional information regarding the physical or legal characteristics of the land, or wish to submit an offer, please feel free to let us know.

Looking forward to hearing your feedback.