

# 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**
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### Send The following notifications:

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OFFER INSTRUCTIONS

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?