

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:

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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?