

# SINGLE FAMILY: SHOWING INSTRUCTION FORM

REV 3

Today's Date: / /20

New Listing  Change to Existing Listing  Is an Exception

Listing Address: \_\_\_\_\_

Reason: \_\_\_\_\_

Date: / /20 to / /20 Leave Blank if this is a One-Time Rule

MLS Listing #: \_\_\_\_\_

Time: :  AM to :  AM  PM  All-Day

Only On:  Mon  Tue  Wed  Thur  Fri  Sat  Sun

Call Order # <input type="radio"/> 1st <input type="radio"/> 2nd <input type="radio"/> 3rd <input type="radio"/> 4th	Listing Agent: _____	Office Name: _____
	Mobile: _____	Alt. Phone: _____
	Email: _____	

I want to Confirm  Just send an FYI  
 Phone  Email  Text  
 Notification of Conf & Canc'd Appts. via  
 Phone  Email  Text

Call Order # <input type="radio"/> 1st <input type="radio"/> 2nd <input type="radio"/> 3rd <input type="radio"/> 4th	<input type="radio"/> Agent	Name: _____
	<input type="radio"/> Owner	Mobile: _____ Alt. Phone: _____
	<input type="radio"/> Occupant	Email: _____

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Call Order # <input type="radio"/> 1st <input type="radio"/> 2nd <input type="radio"/> 3rd <input type="radio"/> 4th	<input type="radio"/> Agent	Name: _____
	<input type="radio"/> Owner	Mobile: _____ Alt. Phone: _____
	<input type="radio"/> Occupant	Email: _____

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Call Order # <input type="radio"/> 1st <input type="radio"/> 2nd <input type="radio"/> 3rd <input type="radio"/> 4th	<input type="radio"/> Agent	Name: _____
	<input type="radio"/> Owner	Mobile: _____ Alt. Phone: _____
	<input type="radio"/> Occupant	Email: _____

I want to Confirm  Just send an FYI  
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**Appointment Handling**  
 Don't Allow Appt Center to Take Appts.  
 Don't Allow Online Scheduling  
**Appointment Overlaps**  
 Yes - No Need to Inform Showing Agent  
 Yes - Please Inform the Showing Agent  
 No - Exclusive Showings Only

**Appointment Type**  
 Appt. Required Conf. with ANY  
 Appt. Required Conf. with ALL  
 Courtesy Call  
 Go & Show  
 Refer to Listing Agent

**Appointment Restrictions**  
 Don't Schedule Inspections  
 Don't Schedule Appraisals

**Lead Time**  
 Required \_\_\_\_\_ hr(s)  
 Suggested \_\_\_\_\_ hr(s)  
**Max Appt. Length**  
 15 mins  
 30 mins  
 45 mins  
 1 hr  
 1 hr 30 mins  
 2hrs

**Access Information**  
 Combo  
 Supra  
 SentiLock  
 Risco LB  
 Other

Combination \_\_\_\_\_  
 Serial # \_\_\_\_\_  
 Other \_\_\_\_\_

**Access Notes**  
 Front Door  
 Back Door  
 Side Door  
**Alarm Notes**

**Alarm Information**  
 Disarm Code: \_\_\_\_\_  
 Arm Code: \_\_\_\_\_  
 Passcode: \_\_\_\_\_

**Notes to Appt. Staff**

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**Notes to Showing Agent**

Please leave card.  Scramble lockbox when leaving.  Return and secure key in lockbox.  
 Please lock doors.  Please remove shoes or wear booties.  Please turn off lights.

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