

MULTI FAMILY: SHOWING INSTRUCTION FORM

REV 3

Today's Date: / /20

New Listing Change to Existing Listing

Listing Address: _____ MLS #: _____

Call Order # <input type="radio"/> 1st <input type="radio"/> 2nd <input type="radio"/> 3rd <input type="radio"/> 4th	Listing Agent: _____ Office Name: _____		<input type="radio"/> I want to Accompany <input type="radio"/> Just send an FYI <input type="radio"/> Phone <input type="radio"/> Email <input type="radio"/> SMS Notification of Conf & Canc'd Appts. via <input type="radio"/> Phone <input type="radio"/> Email <input type="radio"/> SMS	
	Mobile: _____ Alt. Phone: _____			
	Email: _____			
Call Order # <input type="radio"/> 1st <input type="radio"/> 2nd <input type="radio"/> 3rd <input type="radio"/> 4th	<input type="radio"/> Agent <input type="radio"/> Owner	Name: _____		<input type="radio"/> I want to Accompany <input type="radio"/> Just send an FYI <input type="radio"/> Phone <input type="radio"/> Email <input type="radio"/> SMS Notification of Conf & Canc'd Appts. via <input type="radio"/> Phone <input type="radio"/> Email <input type="radio"/> SMS
		Mobile: _____ Alt. Phone: _____		
		Email: _____		
Call Order # <input type="radio"/> 1st <input type="radio"/> 2nd <input type="radio"/> 3rd <input type="radio"/> 4th	<input type="radio"/> Agent <input type="radio"/> Owner	Name: _____		<input type="radio"/> I want to Accompany <input type="radio"/> Just send an FYI <input type="radio"/> Phone <input type="radio"/> Email <input type="radio"/> SMS Notification of Conf & Canc'd Appts. via <input type="radio"/> Phone <input type="radio"/> Email <input type="radio"/> SMS
		Mobile: _____ Alt. Phone: _____		
		Email: _____		

Appointment Handling <input type="radio"/> Don't Allow Appt Center to Take Appts. <input type="radio"/> Don't Allow Online Scheduling	Appmt. Restrictions <input type="radio"/> Don't Schedule Inspections <input type="radio"/> Don't Schedule Appraisals	Max Appt. Length <input type="radio"/> 15 mins <input type="radio"/> 30 mins <input type="radio"/> 45 mins <input type="radio"/> 1hr <input type="radio"/> 1hr 30 mins <input type="radio"/> 2hrs	Notes to Appt. Staff _____ _____ _____

Call Order #	Unit #: _____	
1st	Tenant Name: _____	Can Confirm Appointments via <input type="radio"/> Phone <input type="radio"/> Email <input type="radio"/> SMS
	Mobile: _____ Alt. Phone: _____	Notification of Conf & Canc'd Appts. via <input type="radio"/> Phone <input type="radio"/> Email <input type="radio"/> SMS
	Email: _____	
2nd	Tenant Name: _____	Can Confirm Appointments via <input type="radio"/> Phone <input type="radio"/> Email <input type="radio"/> SMS
	Mobile: _____ Alt. Phone: _____	Notification of Conf & Canc'd Appts. via <input type="radio"/> Phone <input type="radio"/> Email <input type="radio"/> SMS
	Email: _____	

Appointment Type <input type="radio"/> Appt. Required Conf. with ANY <input type="radio"/> Appt. Required Conf. with ALL <input type="radio"/> Courtesy Call <input type="radio"/> Go & Show	Lead Time Required _____ hr(s) Suggested _____ hr(s)	Access Information <input type="radio"/> Combo <input type="radio"/> Supra <input type="radio"/> SentriLock <input type="radio"/> Risco LB <input type="radio"/> Other	Combination	Alarm Information Disarm Code: _____ Arm Code: _____ Passcode: _____
			Serial #	
			Other	

Access Notes _____ _____	Alarm Notes _____ _____
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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.
