

General

Listing Agent Name _____ Property MLS # _____
Property Address _____ MLS Area _____

City _____ ST _____ Zip _____ Status _____ Price _____

Confirmation Type

- Go:** Used for vacant properties when no one needs to be called to setup the showing.
- Courtesy Call:** CSS calls to notify the seller/tenant about the showing. Approval is NOT REQUIRED.
- Appointment Required:** CSS calls the seller/tenant to obtain APPROVAL.
- Non-CSS:** CSS will not schedule showings on this listing.

Contact Information

Listing Agent Only? Yes No

Call Me

Text Me

Email Me

Seller Phone Numbers - these are numbers to call to request the showing via phone call. Add up to 3 numbers. (cell, work, home, etc ..)

1. _____

2. _____

3. _____

Text Message Approval - Seller can approve showings using text messages on their phone. Add up to 3 Mobile #'s.

Text Message Approval #1

Text Message Approval #2

Text Message Approval #3

Showing Instructions

Entry Information

- SUPRA
- Combo Lock: Combo Code _____
- None
- Lockbox Location _____
- Gate Code _____
- Garage Code _____

Has Pets on Property
 Yes No

Property has an Alarm?

- No
- Yes, will be disarmed for showings
- Yes, disarm and arm code required for showings

Alarm Location _____

Disarm _____

Arm _____

Pet Details:

Instructions for CSS

Instructions to be read to Showing Agents

CSS Sets Up Appraisals? Yes No

Maximum Length of Appointment

Weekdays N/A 15min 30min 45min 1hr 1hr 15min 1hr 30min 1hr 45min 2hrs

Sat. and Sun. N/A 15min 30min 45min 1hr 1hr 15min 1hr 30min 1hr 45min 2hrs

Seller Information and Subscriptions

Send additional reports and notifications to the following email addresses:

Email: _____

Email: _____

- Confirm Showings Email
- Seller Showing Notification

- Confirm Showings Email
- Seller Showing Notification