

New Listing Showing Instructions

To the agent: Please complete all information applicable then submit this form along with input sheet for each new listing.

Address: _____ Status: _____
 Price: _____ Style: _____ Date: _____
 Lockbox Location: _____ Lockbox: _____
 Company: _____ Agent: _____
 MLS Number: _____

Occupant(s):		
Phone Number(s): Home:	Work:	Cell:
Owner(s):		
Phone Number(s): Home:	Work:	Cell:
Home Owner(s) E-mail address:		
Special Showing Instruction:		
Must contact:		Leave a message:
Beware of:	(Dog)	(Cat)
Directions to property:		

Broker Loaded by: _____ Date: _____ Print Listing: _____
 Showing Desk: _____ Floor Book: _____ Copy to Realtor: _____
 Nightly update: _____ Date: _____
 Notify Agent of completion: _____

Nightly Update: Home Twnhm Condo Other _____
 Type: _____ Price: _____ Subdivision: _____
 Address: _____
 Features: _____

Agent: _____ VM/Number: _____