

**General**

Listing Agent Name \_\_\_\_\_  
Property Address \_\_\_\_\_

Property MLS # \_\_\_\_\_  
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

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- Seller Showing Notification