

ShowingTime Information

Property Address: _____

1) Appointment Settings

Appointment Type: ☐ Appointment Required ☐ Courtesy Call ☐ Go and Show ☐ Refer to Listing Agent

Is the property occupied? ☐ Yes ☐ No Allow Overlapping Appointments? ☐ Yes ☐ No

2) Contacts

Contact Details	Can Confirm Appts. By:	Notify Confirmed/Canceled Appts. By:
Agent Name: _____ 	☐ Confirm Appointments ☐ Text ☐ Email ☐ Phone ☐ Just send FYI ☐ Text ☐ Email ☐ Phone	☐ Text ☐ Email ☐ Phone
Name: _____ ☐ Owner ☐ Occupant Number: (____) _____ - _____ Email: _____	☐ Confirm Appointments ☐ Text ☐ Email ☐ Phone ☐ Just send FYI ☐ Text ☐ Email ☐ Phone	☐ Text ☐ Email ☐ Phone
Name: _____ ☐ Owner ☐ Occupant Number: (____) _____ - _____ Email: _____	☐ Confirm Appointments ☐ Text ☐ Email ☐ Phone ☐ Just send FYI ☐ Text ☐ Email ☐ Phone	☐ Text ☐ Email ☐ Phone

3) Appointment Restrictions

Allow Inspections? ☐ Yes ☐ No

Allow Appraisals? ☐ Yes ☐ No

Required Lead Time: _____

Suggested Lead Time: _____

Maximum Appt. Length: _____

4) Access Information

Lockbox? ☐ Yes ☐ No

Combo: ☐ Yes ☐ No

Location: _____

Location: _____ Code: _____

5) Additional Instructions

Notes for Appt. Staff:

Notes of Showing Agent
