## **APPOINTMENT INSTRUCTIONS**

MLS#	Page Me Regarding
	☐ New Appt ☐ Denied ☐ Cancelled
Property	$\square$ Confirmed $\square$ Time Change $\square$ Reminders
Agent Appointment Instructions	Special Instructions / Time & Day Restrictions
Min Notice Required: (hours)	Are there any restricted times / days / special instructions?
Max Appt Duration: ☐ 1 hr ☐ 1/2 hr ☐ 15 mins	
Allow Double Bookings:	Access Instructions:
Admin / Front Desk Instructions (select one box)	Lockbox Door Code  CODE
CONTACT SELLERS / LISTING CONTACTS:	☐ Go Direct ☐ Key
Call listing contact(s) & wait for confirmation	SentriLock
☐ Email / Text listing contact(s) & wait for confirmation	Where is the LBX located? / Any other access instructions?
Leave voicemail & <u>immediately</u> confirm	
AUTO- CONFIRM APPOINTMENTS	
☐ Property is vacant, always confirm	<b>⊚ ALARM CODE</b> Is there an Alarm? □ YES □ NO
Auto Message listing contact(s) and confirm	
	Showing Agent Instructions:  Other info for Showing Agent:  Turn Off Lights
LISTING AGENT TO CONFIRM	Remove Shoes  Leave Card
☐ Call listing agent for confirmation instructions	Leave Card
☐ Page listing agent for confirmation instructions	☐ Call if late☐ Knock First
☐ <u>Do not</u> contact listing agent. They will confirm direct.	☐ Bring RECO Lic.
Listing Contacts	
Name:	Name:
Phone: ()	Phone: ()
Email:	Email:
Notify By: Appointment Permissions:   Email Can Confirm  Text Msg Can Deny  Must Call	Notify By:  Appointment Permissions:  Can Confirm  Text Msg Can Deny  Must Call
Send The following notifications:	Send The following notifications:
<ul> <li>□ New Appt</li> <li>□ Denied</li> <li>□ Cancelled</li> <li>□ Confirmed</li> <li>□ Time Change</li> <li>□ Reminders</li> </ul>	<ul><li>□ New Appt</li><li>□ Denied</li><li>□ Cancelled</li><li>□ Confirmed</li><li>□ Time Change</li><li>□ Reminders</li></ul>

**BROKER BAY** 

## **OFFER INSTRUCTIONS**



Property	Agent
When are offers begin accepted? (select one box)	Offer Submission Method
☐ Offers Accepted Anytime	☐ In Person
☐ Holding Offer Date	At Location:
Date: Time:	☐ By E-mail
Are you accepting pre-emptive offers:	To Email:
Other Instructions (select one box)	
	☐ Fax
Are you requesting a minimum irrevocable? 🗌 YES 🗍 NO	To Fax #:
If yes, how long: (hours)	Other Method (explain)
Other details showing agents should know? (explain below)	
Automated Offer Notification - Preferences	
When an offer is registered, Automatically Notify:  (select one)  ALL AGENTS WHO'VE SEEN THE PROPERTY (default)  ONLY AGENTS WITH REGISTERED OFFERS  DO NOT NOTIFY ANYONE	
Is there any additional information you would like to include in the automated notification that goes to the showing agents when an offer is registered?	