

THE SALL TEAM

C3 Real Estate Solutions



Real Estate
SOLUTIONS

Showing Information Worksheet

Seller: Please complete and return this document to The Sall Team at your earliest convenience by dropping it off at any C3 Real Estate Solutions office or by emailing it to info@sallteam.com

Seller(s) Name _____ **Address** _____

Listing Date _____ **Date/Time Showings Can Start** _____

Appointment Type

- Appointment required, confirm with any
- Appointment required, confirm with all
- Courtesy Call
- Go and Show (No courtesy call, will only receive feedback)
- Refer to listing agent

Occupancy

- Occupied
- Vacant

Showing Notice

The less notice needed, the better!

- Suggested Lead Time _____ hrs (lets agents know your preference but allows them to request a showing with less lead time - you will still have the ability to decline)
- Required Lead Time _____ hrs (will not let agents request anything less than your required time)
- No same day appts (no same day appointments, agents will need to submit requests at least a day prior)

Allow Overlapping Appointments?

- Yes, no need to inform showing agents
- Yes, please tell showing agents ahead of time
- No, exclusive showings only

Feedback from Showing Agents

**If you want to receive feedback, you must select "email" in the far right column as the contact method for confirmed/canceled appointments.*

- Automatically share feedback
- I want my agent to choose if the feedback should be shared with me

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Appointment Contacts & Preferences

Who should be the Primary Contact for Showings? _____

Name	Scheduling Requests	Confirmed/Canceled Appts
Name _____ <input type="checkbox"/> Homeowner <input type="checkbox"/> Occupant <input type="checkbox"/> Agent Mobile _____ Email _____	<input type="checkbox"/> Confirm Appointments <input type="checkbox"/> Send an FYI only <input type="checkbox"/> Send nothing for new requests Contact method: <input type="checkbox"/> Text <input type="checkbox"/> Email <input type="checkbox"/> Push Notification	Contact Method: <input type="checkbox"/> Text <input type="checkbox"/> Email <input type="checkbox"/> Push Notification <input type="checkbox"/> Auto Call
Name _____ <input type="checkbox"/> Homeowner <input type="checkbox"/> Occupant <input type="checkbox"/> Agent Mobile _____ Email _____	<input type="checkbox"/> Confirm Appointments <input type="checkbox"/> Send an FYI only <input type="checkbox"/> Send nothing for new requests Contact method: <input type="checkbox"/> Text <input type="checkbox"/> Email <input type="checkbox"/> Push Notification	Contact Method: <input type="checkbox"/> Text <input type="checkbox"/> Email <input type="checkbox"/> Push Notification <input type="checkbox"/> Auto Call
Name _____ <input type="checkbox"/> Homeowner <input type="checkbox"/> Occupant <input type="checkbox"/> Agent Mobile _____ Email _____	<input type="checkbox"/> Confirm Appointments <input type="checkbox"/> Send an FYI only <input type="checkbox"/> Send nothing for new requests Contact method: <input type="checkbox"/> Text <input type="checkbox"/> Email <input type="checkbox"/> Push Notification	Contact Method: <input type="checkbox"/> Text <input type="checkbox"/> Email <input type="checkbox"/> Push Notification <input type="checkbox"/> Auto Call
Name _____ <input type="checkbox"/> Homeowner <input type="checkbox"/> Occupant <input type="checkbox"/> Agent Mobile _____ Email _____	<input type="checkbox"/> Confirm Appointments <input type="checkbox"/> Send an FYI only <input type="checkbox"/> Send nothing for new requests Contact method: <input type="checkbox"/> Text <input type="checkbox"/> Email <input type="checkbox"/> Push Notification	Contact Method: <input type="checkbox"/> Text <input type="checkbox"/> Email <input type="checkbox"/> Push Notification <input type="checkbox"/> Auto Call

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Escalate Showing Requests

*this section does not apply if there is no confirmation needed for a showing [Courtesy Call or a Go & Show]

Please respond to all showing requests ASAP.

If showing requests are not responded to in a timely manner, they will by default be escalated to Brett & Brittany.
Please list any additional contacts below that you would like showing requests to be escalated to.

Name	Send Escalations By
Name _____	<input type="checkbox"/> Text Message <input type="checkbox"/> Email <input type="checkbox"/> ShowingVoice <input type="checkbox"/> Push Notification
Name _____	<input type="checkbox"/> Text Message <input type="checkbox"/> Email <input type="checkbox"/> ShowingVoice <input type="checkbox"/> Push Notification

Pet Information

We need to provide any pet information to buyers and brokers as a part of their showing instructions. Please list any pets below and what you plan to do with them during showings.

Examples:

The dog will be in the kennel in the garage, do not let him out or pet/play with him.

There is a cat in the house, please ensure you do not let him out of the house. Keep the door to the basement open so it has access to the litter box.

Please note: If possible, it is considered best practice to remove any pets from the house prior to showings.

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Showing Instructions

Please let us know if you have any showing instructions you would like us to provide to buyers and brokers.

Shoes <input type="checkbox"/> Remove shoes or wear booties	More Details
Lights <input type="checkbox"/> Turn off lights <input type="checkbox"/> Leave Lights On	More Details
Doors <input type="checkbox"/> Lock all doors	More Details
Other	More Details

Yep, there's an App for that!

Use the MyHome by ShowingTime app to easily manage showings, tours, feedback and more. Search for the MyHome by ShowingTime App on iPhone or Android or **visit sallteam.com/showings for more info.**