

# Showing Instructions Form

MLS #: \_\_\_\_\_

Address: \_\_\_\_\_

Status: \_\_\_\_\_

Listing Agent: \_\_\_\_\_

Date: \_\_\_\_\_

## Contact Information

Seller(s)	Home, Work, Mobile	Phone Number	Any Day, Evenings & Weekends, Weekdays, Weekends
Person to Call			
Person to Call			
Person to Call			
Person to Call			
Person to Call			
Person to Call			

## Scheduling Rules

Appointment Rule

Must Get Approval From Seller       Notify Seller (Leave Message)

Show Without Calling       Coordinate through Listing Agent

Occupancy       Occupied     Vacant      Notice Required \_\_\_\_\_

Special \_\_\_\_\_

Temporary \_\_\_\_\_

## Instructions to the Showing Agent

Pets \_\_\_\_\_

Other \_\_\_\_\_

## Lockbox/Access Information

Lockbox Type/ Access Method

Other       I-Box     I-Box w/CBS     Combination       Key Lockbox

Garage Keypad     Key at Listing Office     Listing Agent will Provide     Occupant will Provide

Lockbox/Keypad Location: \_\_\_\_\_      Combination/CBS/Key Code \_\_\_\_\_

## Security System Information

System       None     Inactive     Active    Code to Disarm \_\_\_\_\_    Code to Rearm \_\_\_\_\_

Instructions \_\_\_\_\_

Control Panel Location \_\_\_\_\_

## Notifications

Send a text message notification to the listing agent's pager

Seller E-Mail 1 \_\_\_\_\_  Showing Notifications     Showing Feedback

Seller E-Mail 2 \_\_\_\_\_  Showing Notifications     Showing Feedback

Seller E-Mail 3 \_\_\_\_\_  Showing Notifications     Showing Feedback

## Message to Display on the Feedback Response Form for this Listing

Message \_\_\_\_\_

SHOWING SOLUTIONS INFORMATION  
FAX 816-531-4348    CO-OP PHONE 816-531-0123  
WEB ADDR: SHOWINGSOLUTIONS.COM