

SHOWING INSTRUCTIONS

PROPERTY INFORMATION

Listing Agent: _____ Co-Listor: _____
Property Address: 1432 Eden Road, Lancaster, PA 17601
Price: _____

APPOINTMENT DETAILS

Appointment Type: Please select 1

- Appointment required, confirm w/ any
 Appointment required, confirm w/ all
 Courtesy call (no confirmation needed)
 Go: Show - (no confirmation, vacant properties)
 Refer to listing agent (no online requests)

Scheduling Permissions:

- Allow online appointment requests: Yes No
Can appt. staff set appraisals: Yes No
Can appt. staff set inspections: Yes No
Requires Spanish speaking staff: Yes No
Is the property occupied Yes No

APPOINTMENT SET-UP

Choose one:

- Yes, multiple showings at the same time is ok. No need to inform the showing agents.
 Yes, multiple showings at the same time is ok. Please tell the showing agent ahead of time.
 No, exclusive showings only.

OWNER/OCCUPANT INFORMATION

Call 1st Name: _____ Owner Occupant
Phone 1: _____ Home Mobile Work
Phone 2: _____ Home Mobile Work
Email: _____ Send email notification: Yes No
Mobile App. Access: Yes No
Automatic listing report Yes No

Call 2nd Name: _____ Owner Occupant
Phone 1: _____ Home Mobile Work
Phone 2: _____ Home Mobile Work
Email: _____ Send email notification: Yes No
Mobile App. Access: Yes No
Automatic listing report Yes No

LOCKBOX INFORMATION

Select Lockbox Type:

- Combo Box: Combination: _____
 GE Supra: Serial #: _____
 None

Enter Lockbox Notes Below:

Lockbox Location: _____
Other Notes: _____

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Appointment Staff: _____

Showing Agent: _____