

Aligned Showings Listing Set Up

Agent Met Id _____ Listing Address _____ MLS Number _____ Date _____

Additional Instructions _____

Listing Setup: 1 Showing Instructions for Showing Agent

Allow Property to be shown? Yes No **Allow overlapping appointments** Yes No
Maximum Appointment Length None 10 20 30 45 60 90 120 180
How are requests handled? Instant Approval Require Approval
Instant Message to Agent _____

Lox Box Access None Electronic Manual *(if manual)* **Access Code** _____
(if electronic) Sentrilock Supra Masterlock

Showing Arrangement Agent will accompany Yes No Seller will accompany Yes No

Request Callback *(Request that all showing agents call the listing agent)* Yes No

Additional Instructions _____

Advance Notice Requirements _____ *(insert advanced notice time)*

Disable same day requests Yes No

Listing Setup: 2 Office Involvement

List all agents who should have access to this listing and if they should receive notifications.

_____	<input type="radio"/> Yes <input type="radio"/> No	_____	<input type="radio"/> Yes <input type="radio"/> No
_____	<input type="radio"/> Yes <input type="radio"/> No	_____	<input type="radio"/> Yes <input type="radio"/> No
_____	<input type="radio"/> Yes <input type="radio"/> No	_____	<input type="radio"/> Yes <input type="radio"/> No
_____	<input type="radio"/> Yes <input type="radio"/> No	_____	<input type="radio"/> Yes <input type="radio"/> No

Team Notification Message *(if applicable)* _____

Listing Setup: 3 Seller/Tenant Involvement (Optional)

List all Sellers/Tenants and if they should receive notifications.

Name _____	<input type="radio"/> Seller <input type="radio"/> Tenant	<input type="radio"/> Can Approve Showings	<input type="radio"/> Notifications Only	<input type="radio"/> None
Email Address _____		Mobile Number _____		
Name _____	<input type="radio"/> Seller <input type="radio"/> Tenant	<input type="radio"/> Can Approve Showings	<input type="radio"/> Notifications Only	<input type="radio"/> None
Email Address _____		Mobile Number _____		
Name _____	<input type="radio"/> Seller <input type="radio"/> Tenant	<input type="radio"/> Can Approve Showings	<input type="radio"/> Notifications Only	<input type="radio"/> None
Email Address _____		Mobile Number _____		
Name _____	<input type="radio"/> Seller <input type="radio"/> Tenant	<input type="radio"/> Can Approve Showings	<input type="radio"/> Notifications Only	<input type="radio"/> None
Email Address _____		Mobile Number _____		

Listing Setup: 4 Showing Date/Time Restrictions (Optional)

Listing Setup: 5 Feedback Survey (Optional)

Allow Feedback Yes No **Use Default Survey?** Yes No

If No, list the survey name that should be used, if applicable _____