

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

Allow Overlapping Appointments? No Limit 1 2 3 4 5 6 7 8 9 10

Maximum Appointment Length None 10 20 30 45 60 90 120 180

How are requests handled? Instant Approval Require Approval

Instant Message to Agent _____

Lock 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 _____

Buyer Name Required Yes No

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

Team Notification Message (if applicable) _____

Listing Setup: 3 Seller/Tenant Involvement (Optional)

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

Name _____ Seller Tenant

Email Address _____ **Phone Number** _____

Can View Feedback Yes No

Alert Preference Email Text

Seller Involvement

Can Approve Showings and Send Comments

Can Approve Showings with No Comments

Notifications only

All Feedback

Only Approved Feedback

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

Name _____ Seller Tenant

Email Address _____ **Phone Number** _____

Can View Feedback Yes No

Alert Preference Email Text

Seller Involvement

Can Approve Showings and Send Comments

Can Approve Showings with No Comments

Notifications only

All Feedback

Only Approved Feedback

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

Listing Setup: 5 Feedback Survey *(Optional)*

Allow Feedback Yes No **Show Feedback Analysis** Yes No

Use Default Survey? Yes No

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

Apply as Default Setting for Newly Created Listings Yes No