

Name of Company: _____

Account #: _____

PROPERTY LISTING

New/Available

Change

Off Market

Sold/Closed

Sale Pending
Ok to Show

Sale Pending
No Shows

Sold Pending Inspection
Ok to show

Sold Pending Inspection
No Shows

Sold Contingent
Ok to Show

Sold Contingent
No Shows

Property Address _____

Showings Contact 1: _____ Contact 1 Phone (_____) _____

Showings Contact 2: _____ Contact 2 Phone (_____) _____

<input type="checkbox"/> MUST CONTACT SELLER	SHOWING WILL BE DECLINED IF UNABLE TO SPEAK WITH SELLER
<input type="checkbox"/> TRY TO CONTACT SELLER	WILL REPEATEDLY TRY TO REACH SELLER UNTIL ONE HR BEFORE SHOW, AT WHICH TIME SHOWING WILL BE CONFIRMED
<input type="checkbox"/> LEAVE MESSAGE & SET ALL	MSG WILL BE LEFT ON VOICEMAIL, SHOWING CONFIRMED, IF UNABLE TO LEAVE MSG, SHOWING WILL BE CONFIRMED
<input type="checkbox"/> NO NEED TO CONTACT	SHOWING WILL BE CONFIRMED (USUALLY USED FOR VACANCIES)

Special instructions _____

Location of Lock Box _____

Electronic Lock Box

Traditional Lock Box Combination _____

FAX TO BE SENT TO: 952-933-9664
Customer Contact Services

Listing Agent _____ Agent Phone _____