

NEW LISTING INFORMATION SHEET

ADDRESS: _____ MLS#: _____
AGENT: _____ LBX CODE: _____
EXPIRY DATE: _____ PRICE: _____ DISTRICT: _____
CROSS STREETS: _____

FOR APPOINTMENTS CONTACT: (Please check which apply)

Seller Tenant(s) Listing Agent Vacant

Seller's Name(s): _____,
Home: _____ Work: _____ Cell: _____

Email: _____ Email: _____

If tenanted please list contact name & phone number:

MAIN: _____ Home: _____ Work: _____ Cell: _____
UPPR: _____ Home: _____ Work: _____ Cell: _____
BSMT: _____ Home: _____ Work: _____ Cell: _____
Email: _____ Email: _____

APPOINTMENT BOOKING INSTRUCTIONS:

Auto Email and give out LBX / Key Auto Email and wait for confirmation
 Leave message and give out LBX / Key Leave message and wait for confirmation
 All appointments through Listing Agent Reserve key

LBX / KEY Location _____

AUTO EMAIL OPTIONS:

AGENTS: Do you want to know when appointments are? (Check which apply)

Booked Confirmed Refused Cancelled

CLIENTS: For Auto Email slips, please indicate preferences? (Check which apply)

Booked Confirmed Cancelled

OTHER INFORMATION:

Pets: _____ Alarm code: _____ Condo Buzz Code: _____
Other Instructions: _____

SHOWING INSTRUCTIONS:

OFF SHOES LEAVE CARD LEAVE LIGHTS ON
 OFF LIGHTS LOCK DOORS CALL IF LATE OR CANCELLING