COLDWELL BANKER

PREFERRED
A different kind of real estate company®

SHOWING INSTRUCTIONS

The appointment number for **eshowings** is **1-877-737-9057**. Put this number as the "appointment" number in TREND when entering your listing. Your listing will be in **eshowings** the *day after* you enter the listing into TREND. Go into **eshowings** the next day and input the showing instructions.

Agent Name: _____

MLS #: _____

Property Address: _____

Confirmation Requirements: *check only one*
- ☐ Must Confirm
- ☐ Listing Agent must accompany
- ☐ Call, leave message and show
- ☐ Send email to seller and show
- ☐ Have SA call LA Directly
- ☐ No confirmation necessary
- ☐ No Showings allowed

Contact Numbers: *Please specify whose number it is*
Home _____
Cell _____
Cell _____
Work_____
Other_____
Email _____

Other Information: *Check as many as needed*
- ☐ Minimum Notice Required/Time _____
- ☐ Do Not Call Before/Time _____
- ☐ Leave Business Card
- ☐ No Electricity
- ☐ Under Construction
- ☐ Please Remove Shoes
- ☐ Seller is hearing impaired
- ☐ Half Hour increment appt requests

Lockbox Info: *check only one*
- ☐ Combo
- ☐ Electronic
Code _____
Location _____

Please check one:
- ☐ Vacant
- ☐ Occupied

Pet Information:
- ☐ None
- ☐ Unknown
- ☐ Dog ☐ Cat
- ☐ Other _____
- ☐ Friendly ☐ Not Friendly
Location _____
Name(s) _____

Security System Info:
- ☐ None
- ☐ Disabled
- ☐ Enabled
Security Type _____
Entry Code _____
Exit Code _____
Location _____

Free Form Comments: *Please limit these*

_____
_____
_____