

CENTRALIZED SHOWING SERVICE

MORE SHOWINGS

MORE FEEDBACK

MORE EFFICIENT

SHOWING INSTRUCTIONS FORM

Please PRINT all information in order for CSS to input your listings accurately.

 New Listing **Change**
Listing Agent: Brad Burt *(Listing Agent appearing on the MLS Printout only)*
MLS Office ID: MMFRO1 **Property MLS #:** TBD
Listing Address: _____ *(Please include Unit # if applicable)*
City: _____

Status: _____ **Price:** _____

Type of Access: (Check one of the following.)

 SUPRA
 Combination Lockbox
Combination: _____

 No Lockbox
Type of Appointment: (Check one of the following.)

 GO (vacant; no calls made)

 COURTESY (call, leave message & show)

 APPOINTMENT REQUIRED (must confirm with seller/tenant/listing agent)

Special Instructions: (notice, alarms, pets, key box location, appraisals to call LA, etc.)

Security: **None** **Yes** **In:** _____ **Out:** _____ **Password:** _____

Pets: **None** **Yes** **Location:** _____

Appraisals / Inspections to be set up by listing agents: **Yes** **No**
Contact Numbers SLR/TNT: (Please put the numbers in the order you would like them called.)

1. Name: _____ **Phone #:** () _____

2. Name: _____ **Phone #:** () _____

3. Name: _____ **Phone #:** () _____

4. Name: _____ **Phone #:** () _____

Please fax completed form to 713-361-9066.