

SHOWING INSTRUCTIONS

This form must be filled out and faxed back to (866) 232-1618

How AGENTS get in touch with you on the showing of your home is very important. You want to make it as easy as possible for you and the agent. Most homes listed use CSS (Central Showing Service) to set up showings BUT YOU DO NOT HAVE TO USE THIS SERVICE. If you choose not to use the service, then agents will contact you directly to schedule showings, and we can not put the combination anywhere on the MLS.

Why is this service the way to go? Because agents make just one call to CSS to set their appointments CSS is open 12 hours a day 7 days a week. CSS will give them all the showing instructions on your property including your combo box code. This also makes it easy for you because you do not have to be available to answer your phone all day. Also showing feedback is available with CSS which is a very valuable tool in selling your home!

There are 4 ways below for your property to be shown. Please check one and if you wish to not use CSS please check "do not use CSS" below.

 **** GO**

This option is mostly for vacant homes and allows very frequent showing. You must have CSS for this option and agents are advised when they call CSS to show anytime. You will receive an email advising of the showing and the agent will just go and no call is made to notify you. This option also requires a key lockbox.

 **** COURTESY CALL**

**** YOU MUST HAVE CSS** to use a courtesy call. This way requires a key lock-box and CSS, but is how most listings are shownHow it works: Central Showing Systems will call your number, if there is no answer, they will leave you the agents name, company and time they will show, and the agent will go show your home. **YOU DO NOT HAVE TO BE HOME DURING THE SHOWING** and will not miss showings. You will also receive an email advising of the showing.

 ****APPOINTMENT REQUIRED.**

Does not require CSS or a key lock-box ... How it works: Central Showing Systems (CSS) will call all of your numbers, if they do not reach you they will leave you a message, but the agent will not be able to show until you confirm the appointment. You may miss showings with this type.

Name

Property Address

Primary contact phone for showings (circle one)

HM WK CELL () - _____ - Name _____

Secondary contact phone for showings (circle one)

HM WK CELL () - _____ - Name _____

Email address (print clearly):

_____ @ _____ . _____

House has:

Gate Code(if any): _____

Security System Code (if any): _____

Security Pad Location: _____

Any Special instructions:

Pets (breed) _____ Friendly Not friendly

Pet location: _____

Home is occupied by: Seller Tenant Is vacant