



Listing Activation Form

To be completed with the property owner before the property goes live on the market

Property and Agent Details

Property Address: Click or tap here to enter text. *27 Becker Rd.*

Lead Agent: **Choose Name** *Kaz H.*

Client Communication

Primary Contact Person: *John*

Preferred Method of Contact: *Mobile*

Secondary Contact Person: *Sue*

Preferred Method of Contact:

Property and Client availability

N/A

The Client is unavailable to be contacted on:

The Property is unavailable for inspection between

Relevant Notes: *This is a soft/quiet listing. No advertising
No signs.*

Access

Notice required to access property

Other Notes:

Reports and Meetings

The Client will receive a Sale Status report every: **Choose an item.**

Delivered Via: **Choose an item.**

If the property has not been sold within 14 days the next face to face meeting to discuss

Price, Presentation and Marketing will be on:

Agency/Team Inspection

An Agency Inspection will be completed on: *Can he went through
4/7/19. agreed on price.*



Lead Agent Availability

The Lead Agent will be unavailable to be contacted between

Click or tap to enter a date. And **Click or tap to enter a date.**

Other Notes: **Click or tap here to enter text.**

Check List - Items

- The Open Home process has Been Discussed with the Client: *No Opens* ☐
- The process for presenting offers has been discussed with the client *No Advert.* ☐
- A sample weekly report has been provided to the client & explained ☐
- The process for managing other agency enquiry has been discussed with the client: ☐
- Sign location confirmed with client *No Sign* ☐
- The property will be listed live for Sale: ASAP / At a specific date / Other *Soft List* ☐
- Listing Notes: *KH explained Vendor agents will use photos for agents mail out's* ☐
- Signage **Choose an item.** ☐
- The Visual Package for the Property Includes: **Choose an item.** ☐
- Floor Plan: **Choose an item.** ☐
- 7. ☒ The Photos/Video/Drone/Floor Plan will be completed: **Click or tap to enter a date.** *photos done 4/7 by Jo.* ☐
- Neighbours will be notified of Sale activity via door knock on: **Click or tap to enter a date.** ☐
- First Open Home Date **Click or tap to enter a date.** *N/A* ☐
- Second Open Home Date **Click or tap to enter a date.** *N/A* ☐
- Third Open Home Date **Click or tap to enter a date.** *N/A* ☐
- First Domain Magazine **Click or tap to enter a date.** *N/A* ☐
- Second Domain Magazine **Click or tap to enter a date.** *N/A* ☐
- Third Domain Magazine **Click or tap to enter a date.** *N/A* ☐
- JKL Colour Brochure and Window Display **Choose an item.** ☐

** Check with KH,*