



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.

Lead Agent: **Choose Name**

Karen
Nadine.

Client Communication

Primary Contact Person:

Preferred Method of Contact:

email or phone

Secondary Contact Person:

Preferred Method of Contact:

Property and Client availability

The Client is unavailable to be contacted on:

we have a key

The Property is unavailable for inspection between

Relevant Notes:

Call Frank before a fake key.

Access

Notice required to access property

Other Notes:

phone 1st. if no answer
take key

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:

Booked in Friday 6/9. 930am



* Send all doc's to Frank Nadin.

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: ☒
- The process for presenting offers has been discussed with the client *in person* ☐
- A sample ~~weekly~~ *Fortnightly* 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 *go over existing* ☒
- The property will be listed live for Sale: ASAP / At a specific date / Other
- Listing Notes: —
- Signage Choose an item. *existing sign go over top*
- The Visual Package for the Property Includes: Choose an item.
- Floor Plan: Choose an item.
- The Photos/Video/Drone/Floor Plan will be completed: Click or tap to enter a date.
- 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. *Sat. 21st.* ☒
- Second Open Home Date Click or tap to enter a date. *28th*
- Third Open Home Date Click or tap to enter a date. *Thursday 5/10/19.*
- First Domain Magazine Click or tap to enter a date. ☒
- Second Domain Magazine Click or tap to enter a date. ☒
- Third Domain Magazine Click or tap to enter a date. ☒
- JKL Colour Brochure and Window Display Choose an item. ☒