# Listing Activation Form

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

## Property and Agent Details

Property Address: 2/12 Karloo Street, Forster

Lead Agent: Carlie Basham

## Client Communication

Primary Contact Person: Daniel Grothe

Preferred Method of Contact: Mobile & Phone

Secondary Contact Person: Trisha Grothe

Preferred Method of Contact: Mobile

## Property and Client availability

The Client is unavailable to be contacted on: N/A

The Property is unavailable for inspection between

Relevant Notes: We can speak to Daniel or his Mum Trisha

## Access

Notice required to access property – Via JKL Tenant

Other Notes:

## Reports and Meetings

The Client will receive a Sale Status report every**:** Fortnight

Delivered Via: Email

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: 4 October 2019

## Agency/Team Inspection

An Agency Inspection will be completed on: 5/9/2019 11am

## Lead Agent Availability

The Lead Agent will be unavailable to be contacted between

**NA**

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

## Check List - Items

* The Open Home process has Been Discussed with the Client: [x]
* The process for presenting offers has been discussed with the client [ ]
* 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 [ ]
* The property will be listed live for Sale**: ASAP / At a specific date / Other**
* Listing Notes:
* Signage Standard Core Flu Sign
* The Visual Package for the Property Includes: Professional Photos + Video +Drone
* Floor Plan:Black and White
* The Photos/Video/Drone/Floor Plan will be completed: 09/09/19
* Neighbours will be notified of Sale activity via door knock on: 06/09/19
* First Domain Magazine 25/09/19
* Second Domain Magazine 09/10/19
* Third Domain Magazine 06/11/19
* JKL Colour Brochure and Window Display Yes