



Listing Activation Form

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

Property and Agent Details

Property Address: **26 Alice St, Forster**

Lead Agent: **Alex Jacobs**

Client Communication

Primary Contact Person: Ian Tulloch

Preferred Method of Contact: Phone

Secondary Contact Person: Kirsty Tulloch - Travis

Preferred Method of Contact: Phone

Property and Client availability

The Client is unavailable to be contacted on: Contact or leave message on mobile

The Property is unavailable for inspection between: It's vacant so good to go

Relevant Notes:

Access

Notice required to access property: No notice

Other Notes:

Reports and Meetings

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

Delivered Via: **SMS**

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: 15th of July

Agency/Team Inspection

An Agency Inspection will be completed on: 3rd of July



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: N/A

Check List - Items

- The Open Home process has Been Discussed with the Client: ☒
- 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 / Once photos are complete
- Listing Notes: Knows that the property is over priced but will sell it for an offer
- Signage Standard Core Flu Sign
- The Visual Package for the Property Includes: Professional Photos + Video +Drone
- Floor Plan:Full Colour
- The Photos/Video/Drone/Floor Plan will be completed: **05/07/19**
- Neighbours will be notified of Sale activity via door knock on: **05/07/19**
- First Open Home Date **13/07/19**
- Second Open Home Date **20/07/19**
- Third Open Home Date **27/07/19**
- First Domain Magazine **25/09/19**
- 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 **Yes**