



## 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**

### Client Communication

Primary Contact Person:

Preferred Method of Contact: *Phone/text*

Secondary Contact Person:

Preferred Method of Contact:

### Property and Client availability

The Client is unavailable to be contacted on: *Workes Wednesday mornings*

The Property is unavailable for inspection between

Relevant Notes:

### Access

Notice required to access property *Will give us a set of keys*

Other Notes:

### Reports and Meetings

The Client will receive a Sale Status report every: **Choose an item.** *weekly update via phone*

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: *TBA*

## 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 ☒
- A sample weekly report has been provided to the client & explained ☐ *N/A*
- 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 **Choose an item.**
- 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.** *1st Sat*
- Second Open Home Date **Click or tap to enter a date.** *2nd Sat*
- Third Open Home Date **Click or tap to enter a date.** *3rd*
- 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.**