# Listing Activation Form

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

## Property and Agent Details

Property Address: 10 Serrata Crt, Tuncurry

Lead Agent: Alex Jacobs

## Client Communication

Primary Contact Person: Roy McGilvray

Preferred Method of Contact: Phone 0428 658 584

Secondary Contact Person: June Mcgilvray

Preferred Method of Contact: N/A

## Property and Client availability

The Client is unavailable to be contacted on:

The Property is unavailable for inspection between The property should be vacant from the 20th for inspections

Relevant Notes:

## Access

Notice required to access property

Other Notes: No noticed required as it’s vacant

## Reports and Meetings

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

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: 27th of August

## Agency/Team Inspection

An Agency Inspection will be completed on: 13/08/2019

## Lead Agent Availability

The Lead Agent will be unavailable to be contacted between

**17/08/19** And 20/08/19

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 [x]
* A sample weekly report has been provided to the client & explained [ ]
* The process for managing other agency enquiry has been discussed with the client: [x]
* Sign location confirmed with client [x]
* The property will be listed live for Sale**: ASAP**
* Listing Notes:
* Signage Standard Core Flu Sign
* The Visual Package for the Property Includes: Professional Photos
* Floor Plan:Full Colour
* The Photos/Video/Drone/Floor Plan will be completed: 13/08/19
* Neighbours will be notified of Sale activity via door knock on: 16/08/19
* First Open Home Date 24/08/19
* Second Open Home Date 31/08/19
* Third Open Home Date 07/09/19
* 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