# 14Listing Activation Form

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

## Property and Agent Details

Property Address: 14 Daphne Street, Forster

Lead Agent: Carlie Basham

## Client Communication

Primary Contact Person: Kerrie Small

Preferred Method of Contact:

Secondary Contact Person: Mark Small

Preferred Method of Contact: 0417 666 671

## Property and Client availability

The Client is unavailable to be contacted on:

The Property is unavailable for inspection between

Relevant Notes:

## Access

Notice required to access property – Keys held here

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: Continue contact via phone and email

## Agency/Team Inspection

An Agency Inspection will be completed on:

## 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
* 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: Agency Photos
* Floor Plan:No Floor Plan
* 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 25/05/19
* Second Open Home Date 01/06/19
* Third Open Home Date 08/06/19
* First Domain Magazine 22/05/19
* Second Domain Magazine 03/07/19
* Third Domain Magazine 25/09/19
* JKL Colour Brochure and Window Display Yes