# 14Listing Activation Form

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

## Property and Agent Details

Property Address: 19 Greenview Close, Forster

Lead Agent: Carlie Basham

## Client Communication

Primary Contact Person: Osama Awad

Preferred Method of Contact: Mobile

## Access

Notice required to access property – Vacant land. Access 24/7

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: Highly doubt this property will sell in 14 days, due to the size and DA and options of what can be done. BUT the vendor will be contacted via phone for this discussion, unless he comes to town for any other reason, as he lives in Sydney.

## Agency/Team Inspection

An Agency Inspection will be completed on: 2/7/2019

## Check List - Items

* The Open Home process has Been Discussed with the Client: No opens
* 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 **Cb to decide where sign goes**
* The property will be listed live for Sale**: ASAP**
* 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: 19/06/19
* Neighbours will be notified of Sale activity via door knock on: **Click or tap to enter a date.**

**No Opens.**

* First Domain Magazine 03/07/19
* Second Domain Magazine 25/09/19
* Third Domain Magazine 09/10/19
* JKL Colour Brochure and Window Display Yes