



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 **LH**

Client Communication

Primary Contact Person:

Matt.

Preferred Method of Contact:

0408135749.

Secondary Contact Person:

Preferred Method of Contact:

Property and Client availability

The Client is unavailable to be contacted on:

N/A.

The Property is unavailable for inspection between

Relevant Notes:

holding key. Doing opens.

Access

Notice required to access property

Key.

Other Notes:

Reports and Meetings

The Client will receive a Sale Status report every: Choose an item.

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:

**Open Listing. Kt will talk
to Matt if not sold
30 days after of.**

Agency/Team Inspection

An Agency Inspection will be completed on:

done ✓

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 F/T. ☒
- The process for managing other agency enquiry has been discussed with the client: ☒
- Sign location confirmed with client Front location. ☒
- The property will be listed live for Sale: ASAP / At a specific date / Other
- Listing Notes: TBA.
- Signage Choose an item. ☒
- The Visual Package for the Property Includes: Choose an item.
- Floor Plan: Choose an item. NO.
- The Photos/Video/Drone/Floor Plan will be completed: Click or tap to enter a date. Professional photos Booked for WED. 7/8.
- 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. 17 August
- Second Open Home Date Click or tap to enter a date. 24 August.
- Third Open Home Date Click or tap to enter a date.
- 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.