# 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:

Secondary Contact Person:

Preferred Method of Contact:

## 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

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:

## 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 **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.**
* Second Open Home Date **Click or tap to enter a date.**
* 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.**