



### 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: *Waiting on Strada.*
- Signage **Choose an item.** *done.*
- The Visual Package for the Property Includes: **Choose an item.** *pricing \$1350-*
- Floor Plan: **Choose an item.** *provided by Craig.*
- *by KHL* 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.** *TBA.*
- 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.**



## 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. *90 Angus St. Fairfield.*

Lead Agent: **Choose Name** *KH.*

### Client Communication

Primary Contact Person: *Craig Leal.*

Preferred Method of Contact: *phone or email.*

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

*Have Key. 154.*

Relevant Notes: *Waiting on Strata.*

### Access

Notice required to access property *we have key.*

Other Notes:

### Reports and Meetings

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

Delivered Via: **Choose an item.** *Email by Nadine*

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:

*Guys can access themselves w/ key when convenient.*