

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.

VIP on Thursday 5pm.

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

hoping 24th Dec.

- Listing Notes: ✓

- Signage Choose an item.

plain sign

- 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.

Sat 4th Jan 2-00 pm

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

Thursday 9th 11-00 am

- Third Open Home Date Click or tap to enter a date.

Thursday 16th 2pm

- 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.

Domain

- JKL Colour Brochure and Window Display Choose an item.

large frame



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** KAREN

Client Communication

Primary Contact Person: Carolyn

Preferred Method of Contact: Phone

Secondary Contact Person: David

Preferred Method of Contact: phone

Property and Client availability

The Client is unavailable to be contacted on: Available

The Property is unavailable for inspection between Available

Relevant Notes: Family coming
21st - 28th

Access

Notice required to access property 1 hour

Other Notes:

Reports and Meetings

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

Delivered Via: **Choose an item.** 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:

13th January

Agency/Team Inspection

An Agency Inspection will be completed on:

MONDAY
13th January