

SINGLE FAMILY: SHOWING INSTRUCTION FORM REV 7

Today's Date: 4/10/2026 New Listing Change to Existing Listing

Listing Address: 3302 Baer Beach MLS Listing #:

Appointment Handling <input type="radio"/> Don't Allow Appt Center to Take Appts. <input type="radio"/> Don't Allow Online Scheduling Allow Showing Agents to Request Virtual Appointments? <input type="radio"/> In-Person and Virtual Appointments <input type="radio"/> Virtual Appointments Only <input type="radio"/> In-Person Appointments Only	Appointment Type <input type="radio"/> Appt. Required Conf. with ANY <input type="radio"/> Appt. Required Conf. with ALL <input type="radio"/> Courtesy Call <input type="radio"/> Go & Show <input type="radio"/> Refer to Listing Agent Max Appointment Length <input type="radio"/> 15 mins <input type="radio"/> 30 mins <input type="radio"/> 45 mins <input type="radio"/> 1 hr <input type="radio"/> 1 hr 30 mins <input type="radio"/> 2 hrs	Advanced Notice <input type="radio"/> No Same Day Appts <input type="radio"/> Lead Time <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="width: 50%;">Required</th> <th style="width: 50%;">Suggested</th> </tr> <tr> <td style="text-align: center;"><small>Minimum 1 hour increments</small></td> <td style="text-align: center;"><small>Minimum 1 hour increments</small></td> </tr> <tr> <td style="text-align: center;">hr(s)</td> <td style="text-align: center;">hr(s)</td> </tr> </table>	Required	Suggested	<small>Minimum 1 hour increments</small>	<small>Minimum 1 hour increments</small>	hr(s)	hr(s)	Refer <input type="radio"/> Inspections to Listing Agent <input type="radio"/> Appraisals to Listing Agent Appointment Overlaps <input type="radio"/> Yes - No Need to Inform Showing Agent <input type="radio"/> Yes - Please Inform the Showing Agent <input type="radio"/> No - Exclusive Showings Only
Required	Suggested								
<small>Minimum 1 hour increments</small>	<small>Minimum 1 hour increments</small>								
hr(s)	hr(s)								

Call Order # <input type="radio"/> 1st <input type="radio"/> 2nd <input type="radio"/> 3rd <input type="radio"/> 4th	Listing Agent: <u>Jenn Nelson</u> Office Name: Mobile: <u>814-572-5953</u> Alt. Phone: Email: <u>dalila128@aol.com</u>	<input type="radio"/> I want to Confirm <input checked="" type="radio"/> Just send an FYI <input type="radio"/> Phone <input type="radio"/> Email <input checked="" type="radio"/> Text Notification of Conf & Canc'd Appts. via <input type="radio"/> Phone <input type="radio"/> Email <input checked="" type="radio"/> Text
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Call Order # <input type="radio"/> 1st <input type="radio"/> 2nd <input type="radio"/> 3rd <input type="radio"/> 4th	<input type="radio"/> Agent <input type="radio"/> Owner <input type="radio"/> Occupant	Name: <u>Dalila Laskowski</u> Mobile: Alt. Phone: Email:	<input type="radio"/> I want to Confirm <input type="radio"/> Just send an FYI <input type="radio"/> Phone <input type="radio"/> Email <input type="radio"/> Text Notification of Conf & Canc'd Appts. via <input type="radio"/> Phone <input type="radio"/> Email <input type="radio"/> Text
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Call Order # <input type="radio"/> 1st <input type="radio"/> 2nd <input type="radio"/> 3rd <input type="radio"/> 4th	<input type="radio"/> Agent <input type="radio"/> Owner <input type="radio"/> Occupant	Name: <u>email feed back ASAP</u> Mobile: Alt. Phone: Email:	<input type="radio"/> I want to Confirm <input type="radio"/> Just send an FYI <input type="radio"/> Phone <input type="radio"/> Email <input type="radio"/> Text Notification of Conf & Canc'd Appts. via <input type="radio"/> Phone <input type="radio"/> Email <input type="radio"/> Text
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Share Showing Agent Info? <input type="radio"/> No, do not share <input type="radio"/> Yes, share agent's company <input type="radio"/> Yes, share agent's name and company <input type="radio"/> Yes, share all agent details	Access Information <input checked="" type="radio"/> Combo <u>280</u> <input type="radio"/> Supra <input type="radio"/> Sentrilock <input type="radio"/> Risco LB <input type="radio"/> Other Notes <input type="radio"/> Front Door <input type="radio"/> Back Door <input type="radio"/> Side Door	Alarm Information Disarm Code: Arm Code: Passcode: Notes
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Notes to Appt. Staff

Regul key is to the garage & extra entrance
 Orange key is to brown door on 1st floor.
 LB is on railing on left side of entry.

Notes to Showing Agent

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|---------------------------------------|--|
| <input type="radio"/> Leave card | <input type="radio"/> Scramble lockbox when leaving |
| <input type="radio"/> Lock doors | <input type="radio"/> Remove shoes or wear booties |
| <input type="radio"/> Turn off lights | <input type="radio"/> Return and secure key in lockbox |
- Remove shoes in bad weather

