<table>
<thead>
<tr>
<th>Listing Address:</th>
<th>MLS Listing #:</th>
</tr>
</thead>
</table>

**Today's Date:** / /20

- **New Listing**
- **Change to Existing Listing**
- **Is an Exception**

### Showing Instructions

**Call Order # 1st 2nd 3rd 4th**

- **Listing Agent:**
  - Mobile:          
  - Email:          
- **Office Name:**
- **Agent**
  - Name:          
  - Mobile:          
  - Email:          
- **Owner**
  - Name:          
  - Mobile:          
  - Email:          
- **Occupant**
  - Name:          
  - Mobile:          
  - Email:          

**Call Order # 1st 2nd 3rd 4th**

- **Agent**
  - Name:          
  - Mobile:          
  - Email:          
- **Owner**
  - Name:          
  - Mobile:          
  - Email:          
- **Occupant**
  - Name:          
  - Mobile:          
  - Email:          

**Notes to Showing Agent**

- **For Listing Exceptions Only**

**Access Information**

- **Combination**
- **Supra**
- **SentriLock**
- **Risco LB**
- **Other**

**Notes to Appt. Staff**

**Reason:**

**Date:** / /20 to / /20

- AM
- PM
- All-Day

**Time:**

- AM
- PM

**Max Appt. Length**

- 15 mins
- 30 mins
- 45 mins
- 1 hr
- 1 hr 30 mins
- 2 hrs

**Appt. Type**

- Appt. Required Conf. with ANY
- Appt. Required Conf. with ALL
- Courtesy Call
- Go & Show
- Refer to Listing Agent

**Appointment Restrictions**

- Don't Schedule Inspections
- Don't Schedule Appraisals

**Appointment Handling Overlaps**

- Don't Allow Appt Center to Take Appts.
- Don't Allow Online Scheduling
- Yes - No Need to Inform Showing Agent
- Yes - Please Inform the Showing Agent
- No - Exclusive Showings Only

**Appointment Information**

- Disarm Code:
  - Arm Code:
  - Passcode:

**Notes to Showing Agent**

- Please leave card.
- Scramble lockbox when leaving.
- Return and secure key in lockbox.
- Please lock doors.
- Please remove shoes or wear booties.
- Please turn off lights.

**Showingtime**

800-746-9464 | support@showingtime.com