

Fax or Email this page **only** to the Appointment

Email: info@yourchoicerealty.ca

Fax: **877.918.0634**

(SEND IMMEDIATELY AFTER BROKER LOADING)



APPOINTMENT INFORMATION SHEET
FOR
NEW LISTINGS

MLS # _____ Listing Agent(s): _____

Property Address: _____

Expiry Date: (Month) _____ (Day) _____ (Year) _____

Vendor/Tenant(s) Name for Contact: _____

Vendor Phone: Home: _____

Work: _____

Cell: _____

Email: _____

Showing Instructions:

- 24 Hours notice required
- Vacant - Release Lockbox (no need to contact Vendor)
- Call & confirm all appts with Seller, Go Direct (no L/B)
- Call Seller, leave a msg of appt details, then release L/B
- Call & confirm all appts with Seller, then release L/B
- Agent Books (Agent is responsible to confirm appt with Seller and Buyer Brokerage)

Lockbox code and location of lock box: _____

Special Instructions: _____

Please Note: When there are multiple Vendors/Tenants and you are indicating Work or Cell numbers please indicate the persons name next to that specific number.