

Showing Arrangements

Property Address: _____
Listing Agent: _____ Phone: _____
Email Address: _____

DO NOT CONTACT ANOTHER REALTEAM AGENT'S SELLER, THEIR TENANT, OR CARETAKER UNLESS YOU HAVE ALREADY CALLED THE LISTING AGENT AND WERE UNABLE TO REACH THAT LISTING AGENT TO GET A SHOWING SCHEDULED THROUGH THEM.

The purpose of this form is NOT intended to remove listing agent right and responsibility to schedule appointments and service their clients. This is intended as a convenience to an agent who is unable to get in touch with the listing agent to schedule a showing for their OWN BUYER CLIENT. ALWAYS attempt to send prospective buyers who are not already your customers/clients to the LISTING agent for showings when they are calling about a specific listing.

ALWAYS contact the Realteam Listing Agent to schedule showings for your buyer clients/customers. IF UNABLE to reach the listing agent, THEN you may contact their Scheduling Contact in order to set up a showing for your Buyer Client/Customers.

Property is occupied by:

Owner Tenant Caretaker Vacant

Access Information:

Electronic Lockbox / CBS Code: _____ if no CBS, check here
 Combination Lockbox (combination _____)
 Key at Office

Time Restrictions: Yes No If yes, indicate below:

½ Hour Notice 1 Hour Notice 24 Hours Notice Other _____

Animal Warning:

Other Comments:

***Scheduling Contact:

Seller Name: _____ Phone: _____

Seller Name: _____ Phone: _____

Tenant Caretaker Name: _____ Phone: _____

Alternate Phone(s) _____

*****NOTE*** If you schedule a showing for another Realteam Agent's listing, you MUST either leave a message OR email the listing agent to inform them that you have scheduled a showing on their listing. All Realteam agents will extend the same courtesy to you.**