

Please print neatly and Fill in all Blanks

THE **SELECT A FEE** REAL ESTATE **SYSTEM**  
APPOINTMENT SHEET

OFFICE NUMBER 312-421-1000 FAX 312-421-3357

LISTING AGENT \_\_\_\_\_

MLS # \_\_\_\_\_ EXPIRATION DATE \_\_\_\_\_

ADDRESS: \_\_\_\_\_, UNIT# \_\_\_\_\_

TOWN \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

OWNERS NAME FULL NAME \_\_\_\_\_

E-MAIL (S) \_\_\_\_\_

OWNERS HOME PHONE # \_\_\_\_\_ PAGER # \_\_\_\_\_

CELL PHONE # \_\_\_\_\_ # \_\_\_\_\_

OWNERS WORK NUMBER: HUSBAND # \_\_\_\_\_

WIFE # \_\_\_\_\_

RENTERS NAME \_\_\_\_\_ VACANT: YES OR NO

RENTERS PHONE # \_\_\_\_\_ WORK \_\_\_\_\_

SHOWING INSTRUCTIONS (PLEASE CHECK ONE )

- \_\_\_\_\_ CALL OWNER FOR APPROVAL
- \_\_\_\_\_ CALL AGENT FOR APPROVAL
- \_\_\_\_\_ CALL OWNER LEAVE MESSAGE ABOUT SHOWING AND THEN GIVE OUT LOCK BOX INFORMATION
- \_\_\_\_\_ NO REQUIREMENTS, JUST SHOW

\_\_\_\_\_ **SELLER HANDLING THERE OWN SHOWINGS**

BE VERY DETAILED IN YOUR INSTRUCTIONS :Example who to call 1<sup>st</sup>, 2<sup>nd</sup>, Weekday showings, knock first before using Supra, take off shoes, pet in home , etc

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

LOCK BOX INSTRUCTIONS: (PLEASE CHECK ONE )

- \_\_\_\_\_ COMBINATION LOCK BOX CODE: \_\_\_\_\_ LOCATION \_\_\_\_\_
- \_\_\_\_\_ SUPRA
- \_\_\_\_\_ KEY IN OFFICE
- \_\_\_\_\_ NO LOCK BOX
- \_\_\_\_\_ KEY WITH THE DOORMAN