BEFORE THE FIRST APPOINTMENT

# Showing and communication plan

Complete together. Keep sensitive access details in the approved private showing system.

**Property**

**Date**

**Seller / preferred contact method**

**Backup contact authorized by seller**

**Weekday showing windows**

**Weekend showing windows**

**Advance notice needed**

**Who confirms each appointment?**

**Pets, occupancy, mobility or household arrangements the agent should plan for**

**If a request will not work, what alternatives may the agent offer?**

**Regular weekly call**

**Monthly face-to-face review**

If timing or access changes, contact the listing agent. Agree on a separate way to reach the seller about an offer or urgent property issue.