



More Showings
More Feedback
More Efficient

CSS SHOWING INSTRUCTIONS

Please PRINT all information in order for CSS to input your listings accurately. **New Listing** **Change**

Listing Agent: _____ (Please only print the listing agent's name that appears on the MLS Printout)

Property MLS #:

Listing Address: _____ (Please include Unit # if applicable)

City:

Status:

Price:

Type of Access: (check one of the following)

A =

B = COMBINATION LOCK BOX

COMBINATION:

C = NO LOCK BOX

Type of Appointment: (check one of the following)

A = GO (vacant; no calls made)

B = COURTESY (call, leave message & show)

C = APPOINTMENT REQUIRED (must confirm with seller/tenant/listing agent)

Special Instructions: (Notice, Alarms, Pets, Key Box Location, Appraisals To Call LA, etc.)

Security: **None** **Yes** **In:** **Out:** **Password:**

Pets: **None** **Yes** **Location:**

Contact Numbers SLR/TNT (Please put the numbers in the order that you would like them)

1 Name: **Phone #:** ()

2 Name: **Phone #:** ()

3 Name: **Phone #:** ()

4 Name: **Phone #:** ()

AREA CODE REQUIRED