First research and filter all properties for any red flags. If any concerns email the office before scheduling showings.

- back up to major roads
- if it's been previously under contract. If it just came out of contract once let me know and I'll call the agent to get more info. If a home has come out of contract multiple times that is a red flag for inspection issues and concerns and we don't want to see these homes. When condos & townhomes come out of contract multiple times it can be due to lending issues on the complex so we'll call the agent for condos even if it's been multiple times.
- We try to avoid homes that says "As Is"
- Verify "Financial Terms". Make sure it fits the clients loan type and it doesn't say only Cash.
- If a client is using a FHA or VA loan we need to verify under the "Financial Terms" on the MLS if the agent has it listed. If the home looks like it's missing the bathroom, kitchen, flooring or exterior paint then it won't qualify for a FHA or VA loan. I also look in the broker notes to see if the agent mentions anything about financing. Several agents will accidentally forget to enter the FHA or VA loans so if you don't see anything causing it to not qualify for FHA or VA loans email me and I'll call the seller's agent.
- Also see each clients own criteria.

1. Right click on “Template for Showings 1/29/2017. Select make a copy. Open the Copy, change the title to Client's Name Showings for use the date they are going out. For example “Mike Lies Showings for 1-29-2017”. Move the showing doc to the client's folder by right clicking on your mouse, select Move To and find their folder.

2. Log into Metrolist and click the client folder.

3. Select all properties by checking the box on the left and click Directions on the bottom blue bar.

4. Calculate the drive times and the showing times for each property.
   - You can place the estimated arrival and departure times in column K.
   - Make the first 2 showings the same start time in case the 1st showing cancels or goes UC.
   - When Mike's meeting someone for the first time make the 1st two showings 30 minutes after his meeting start time at Starbucks/coffee shop. If drive time to the first house is around 30 minutes you can schedule it 1 hour after his meeting start time at Starbucks/coffee shop.
   - Smaller square feet homes will only need 15 minutes at the home. 20 minutes if the homes are around 4000 square feet and 30 minutes if they are over 4500 sq ft.
   - It can take anywhere from 1-2.5 hours for Mike and clients at the builders and best to plan on the 2.5 hours to be on the safe side.

5. Schedule showings according to times set on Google spreadsheet.
   - Schedule ShowingTime first since they are the easiest, most common and you can schedule several at the same time. Look for Showing Time's blue icon under the picture and click the icon to schedule the home with Showing Time. It will open a separate window. Then schedule times online with Showing Time. Showing Time will give some

showing information right away. If so copy the lock box code and showing instructions onto the excel spreadsheet and place a * in front of the code.

- To find all other showing contact information open up each property on the MLS number and scroll to the bottom of the page to the showing phone number and you will need to call each of them. While you are there copy the showing phone number to the excel document. Have each office email Sales@ColoradoHomeBlog.com and call 303-325-5690 for all showing instructions.
- If a home requires only a 1 hour window make changes accordingly and change the time on excel to the new scheduled time and make **bold & red**. If first two homes on the list ask for 1 hour showing please schedule it at the beginning of the time listed on excel. If the home is in the middle of the pack split the difference or the later time listed on excel. If the last two homes need a 1 hour window please schedule it at the last hour listed on excel.
- If a property is Under Contract or will not allow showings on that day make a note on the bottom of the excel spreadsheet with the address, date it went Under Contract (UC) and what days and time to show. If it says no showings allowed until a certain date or time email the office and Karen will call the seller's agent to see if it's possible to get in early. See below for example how it should look on spreadsheet:
  1234 Main St. UC on 12-15-2014
  5678 First St. no showings on Tuesday but can show on any other day after 10am.

6. Copy the lock box code onto the excel spreadsheet and place a * in front of the code.

7. Copy the showing instructions and place in the large open space. Place any additional comments you think is important from the broker notes or showing comments in that large open space too like being sold "As Is". Place important information first like GO, the lockbox location if it's somewhere other than the front door, lower commissions, etc. **If something is weird about the showing instructions or from MLS make RED and email Karen to review.
Always let Mike know & make a note in the extra space if commission is less than 2.8%
**If it's a Go & Show/Vacant write "GO" first then the other info.

8. Now copy the information needed on the Google showing spreadsheet form from MLS.
   - View the listings in the thumbnail view and you are able to see the Address, MLS #, Price and finish square foot. If the address is to long and doesn't fit in the box you can make the font small. Then you can open each property for the Acres/HOA and Garage.
   - Acres or HOA section: For the acres this is important for foothills/mountain homes. If there is an HOA along with the acres enter both on spreadsheet. If the home is in town just enter the HOA information. If there is multiple HOA just write 2 HOAs & Mike will read it from the printout. If HOA is Voluntary just write the amount with Vol at the end
     For example: .55A & 45/M A=Acres M=Monthly Q=Quarterly Y=Yearly
     For example: .55A & 45/Y Vol (you can make the font small if it doesn't fit in the box)
     For example: 2 HOAs
   - For Garage type enter amount of garage spaces and if it is attached or detached. abbreviate A for attached and D for detached. For example 2D = 2 car detached garage. If there is no garage write n/a. If it has one Carport write 1CP.
   - Remove $ from price

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- In the notes section place the showing info first then any important broker remarks. For example: Go, Gate Code 555, Lockbox on railing, Alarm code: 47951 & Alarm instructions too, don't let cat out, **Commissions 2%**, Home sold "As Is"
- Condense the remarks to keep it as short as possible so that it is easy to read.
- Mike always locks doors, shuts off lights, puts key back in lockbox & provides feedback and no need to add under remarks.
- If we're still waiting for a showing to confirm make the lockbox section yellow and place on your to-do list we are still needing confirmation for that showing.

9. Save all properties as two types of pdfs and the Google Spreadsheet as a pdf.

- First select all properties by checking the box on the left. Then click the blue Print button under the action tab on bottom of page. Click on "Full" so it is highlighted blue and click the "Print to PDF" tab on bottom of page. It will open in a new screen. Save that file and title at "Broker MLS clients name". Once that is saved close the window and return to the other screen. Now select "Client Full " so it is highlighted blue and click the "Print to PDF" tab on bottom of page. Save that file and title at "Client MLS with clients name" Email all PDFs to Karen.
- Save the Google Spreadsheet as a pdf without gridlines and without Column K (the one with the Remarks section). Adjust the settings to Landscape, Scale is Normal 110%-115%, Margins is Narrow, with No Gridlines.

10. Place all Addresses on Mike's Calendar. The first one will have the client's name & all other showings use the address in the top box. Place the address in "Where" section. Under the "Description" place the lock box code and any instructions.

- If it's a Go & Show/Vacant write "GO" before the address in the top box.
- If there is a 1 hour window write the time frame before the address in the top box.
- Add 30 minute notification on first showing for set up showings
- Place the addresses with one space between each address, it makes it easier for Mike to map the next destination.
- After the first showing click the "x" by the notification so it shows No Notifications Set, Make sure the first showing has the 30 minute notification.
- If there's a Sentrilock Code set a reminder on Mike's calendar at 9am & 30 minutes before his 1st showing to "Renew Sentry Card". Change the color from Yellow to Green on his calendar.

11. Add all homes to the client's cart on Metrolist.

12. Make sure Google spreadsheet is in the client's Google folder.

13. Email Karen the printouts of the property PDFs for Clients and Broker and the excel spreadsheet. Email to Karen needs to include: Client's Names will meet Mike 6pm Friday the 14th at 75 Two Bits St, Bailey, CO 80421. Attached are the printouts and showing instructions. We are still waiting for showing instructions for 1111 Main St, Golden and 5555 W 1st Ave, Golden. Please note the commissions is lower on 1111 Main St.

If there's only 1 showing include in the email the info below.

LB Code: XXXX
Time: 1:30-2:30pm
All Showing Instructions

14. When using a showing agent place it on Mike's calendar as green & title it "Client Name is viewing homes with Showing Agent's Name". You will still place all the information on the showing agents calendar if their calendar is shared with us.
***The office assistants needs to email the showing agent the same printouts, client's name, client's cell and meeting location. See your word doc Lead Emails for templates.

15. Prep email to client for meeting location & any updates.