



More Showings
More Feedback
More Efficient

718.682.0000

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)

MLS Office ID:

Property MLS #:

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

City:

Status:

Price:

Type of Access: (check one of the following)

- A = SUPRA Lockbox
- B = Pick up Key at Office
- C = Entry provided (meet seller/agent)

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:

Showing Instructions: (required)

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

Please fax completed form to 718-682-0001.

Scheduling more than 15 million showings per year!

www.Showings.com