**Realtor Pre-Appointment Order Sheet**

By: Name and Company

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| **Date:** **Home Owner:** **Physical Address:****Phone/Cell:****Email:****Additional:** | **Realtor:** **Company:****Address:****Phone/Cell:****Email:****Website:****Best form of contact?** |
| General Overview of House |
| **Sq Footage: Vacant:\_\_\_\_ Occupied:\_\_\_\_\_ Year Built:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****How long in home:\_\_\_\_\_\_\_\_\_\_\_\_\_ Builder if recent:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****# Bedrooms: \_\_\_\_\_\_\_\_ # Bathrooms: \_\_\_\_\_\_\_\_\_ Living Room & Family Room? \_\_\_\_\_\_\_\_\_\_\_\_\_\_****Has the home been listed prior to staging? Yes\_\_\_\_\_\_\_No\_\_\_\_\_\_\_\_ (If Yes, answer below)****How many days has it been on the market? \_\_\_\_\_\_\_\_\_ What was the list price:\_\_\_\_\_\_\_\_\_\_\_\_\_\_****Do you think it was priced right? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****Any reductions? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Any offers? \_\_\_\_\_\_ How many?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****Pictures or link available to email to me?****What were the comments made by the Realtors/Buyers previewing the property?****List price (approx.): \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date to list? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****Is there a target market for this area (demographics)?****What (if any) are the problem areas (buyer hesitations)?****Why are the sellers moving? On a scale of 1-10, how committed are they to selling their home?****Are they happy about the move and where are they going?****Have you worked with any stagers in the past? What was your experience?** |
| **General Overview of Your Company – Hopefully Done in Initial Phone Call** |
| What to expect from your consultation and research prior:Pricing and service options:**Everyone present at initial consultation and why:****Payment Schedule, deposit details and agreement:** |
| **Additional Details:** |
| **Appointment Date/Time:****Directions/Gate Code:****Appt. Reconfirmed? Deposit?****Entered into CRM?**  | **Credit Card Info:** **Name on Card:****Billing Address:****Number:****Expiration: CVC:** |