**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:** |