

# TRILLIUMWEST

## Listing Instructions

SUBMITTED FOR  
ALL NEW RESIDENTIAL LISTINGS

MLS  
EXCLUSIVE

ADDRESS

SELLERS

PHONE #1

EMAIL

ADDRESS

(COMPLETE MAILING ADDRESS IF DIFFERENT FROM LISTED PROPERTY ABOVE)

CITY

AGENT

LOCK BOX / KEY AT OFFICE

PRICE

PHONE #2

EMAIL

POSTAL CODE

AGENT

LOCATION

## SHOWING INSTRUCTIONS

VACANT / SHOW ANYTIME

SHOWING TIME

(NO ONE DAY CODES)

NOTES

THROUGH LISTING AGENT ONLY

MUST HAVE

HOURS NOTICE

MUST HAVE CONFIRMATION

WOLFCONNECT

## FEATURE SHEETS

MINI

SMALL

FULL

MAGAZINE

DID YOU HAND IN/UPLOAD TO DOCUSIGN TRANSACTION ROOM

LISTING AGREEMENT

WORKING WITH A REALTOR

FINTRAC

DIGITAL COMMUNICATIONS

MARKETING ACKNOWLEDGMENT

SALES CONTRACT

FORM 244

PROPERTY ACCESS WAIVER

PHOTOS SENT TO SOCIAL

## ORIGINAL SOURCE OF BUSINESS

PREVIOUS CLIENT

PRINT MEDIA

OPEN HOUSE

FAMILY / FRIEND

DETAILS

SOCIAL MEDIA

BLOGS

AGENT REFERRAL

TW STORE

PERSONAL REFERENCE

INTERNET

LIVE AGENT / DUTY

OTHER

TW | GUELPH 11-292 STONE ROAD | GUELPH, ONTARIO | N1G 3C4

TW | KW 240 DUKE STREET WEST | KITCHENER, ONTARIO | N2H 3X6

226.314.1600

[trilliumwest.com](http://trilliumwest.com)

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**TRILLIUMWEST**

