# SELLER'S GUIDE TO SHOWINGTIME

Sellers love ShowingTime because it's simple to stay informed and easy to confirm appointments. Not only will you be able to receive notifications about showings automatically, but you will be able to see feedback from potential buyers and view all activity on your home during the sales process!

### **Electronic Notifications**

Don't have time to make or take a call? Communicate through text, email, or our mobile app instead! Our electronic notifications allow you to easily confirm, decline, or reschedule showings based on preferences that work best for you.

Mobile App (push notifications) - Download the App and view the status of each appointment with the color-coded guide.

Red = Declined or Canceled Yellow = Needs Review Green = Confirmed

Text - Instant information that allows you to confirm with a "Y" or decline with an "N".

Email - See the appointment details and a personalized link to view your listing activity report.



### **Listing Activity Report**

Keep track of all the showings occuring on your listing!

Every email notification includes a 'Quick Link' button that will take you directly to your personalized Listing Activity Report. Here you can see all activity for your home including a list of all the showings completed or scheduled. Your feedback is listed with the showings, and can be broken down to show trends to help you identify those items to address to sell your home faster.

Snapshot for Oct 24, 2014 - May 12, 2016			
MLS Number   4586442		Total number of appointments 39	Total number of age
Address: 4540 Mastadon Dr., Glevelan:	1, OH 44108	Appointments in the last 30 days: 4	Total number of ag
Price: \$875,000		Appointments in the last 7 days: 0	
Status: ACTIVE			
Feedback at a Glance			
How well did the property show?	Is the customer interested in the	Your (and your customer's) opinion	Please rate this property:
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Good (5)	Somewhat (12)	Too high (8)	4 (Above Average) (14)
E Fair (4)	Maybe (4)	Too low (5)	3 (Average) (3)
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### **Showing Feedback Updates**

When your agent receives new feedback remarks from a recent showing, that feedback can also be shared with you. This helps give you an up-to-date overview on what buyers and showings agents think about your home!

Simply click on the "Click for Listing Activity Report" Button in any email you receive from ShowingTime to access your website. Here, you can compare feedback from agents and buyers to understand the way others view your home.

In the ShowingTime Mobile app, the feedback responses can be accessed from the Notification center or by looking at the Listing Activity Report.

	New Feedback Has Been Published
	1182 Main RD CHICAGO, IL 60626 1990600 (ACTU   VAR 7398022 Presented by: Alison Teamsend
Аррс	intment Details
<b>■</b> 20 30	1st Showing Thursday, February 23, 2017 2:15 PM - 3:15 PM
Feed	back Details
Question	1
1	Is the customer interested in the property? Interested
2	Please rate your overall experience at this showing. Great
3	Your (and your customer's) opinion of the price: Too high
4	Please rate this property (5=Best; 1=Worst): 5
5	COMMENTS / RECOMMENDATIONS:
	It's showing very well. We will follow up soon.
	ப்பி View All Feedback
Listin	g Presented By
4	ALSON TOWNSEND ACC Reality 1773 66-5728 (Molde Phone) 1973 388-3882 (Office Main Line) allisentownsend() alcoreally com

Rev. #4

### FAQs & Tips

#### Who is ShowingTime?

ShowingTime is the leading showing management & feedback service provider in the real estate industry. With 24/7 availability, agents, and sellers can receive optimal service any time of the year.

#### As a seller, what do I need to do?

Your agent and our staff will take care of bringing buyers to your home. All you need to do is prepare your home for showings!

#### Will I be notified when a showing is scheduled?

Yes, you can receive emails, phone calls, and/or text messages depending on your appointment preferences.

## What happens if I am running late or need to cancel?

You can call the ShowingTime Appointment Center 864-679-7625 to let them know. You can also let your agent know if there are alternate plans.

#### What do the appointment types mean?

*Appointment Required* - a confirmation must be obtained before the showing may occur.

*Courtesy Call* - an appointment is automatically approved, but a call is placed to notify the owner/occupant.

*Go & Show* - no approval is required and the request can be immediately confirmed.

#### Check your messages.

Be sure to continually check your phone or email for any notifications and respond as soon as possible. Delayed or missed responses could mean missed showings.

#### Have your home ready to show at any time.

It's tough to keep your home tidy every moment, but the practice of preparing for showings will result in a higher likelihood of an offer.

# Provide one or two primary phone numbers where you can be reached.

While you may use your cell phone as your primary means of contact, provide an alternate phone number such as a home or work number as backup to ensure confirmation of showings.

#### Stay updated on your home.

You will have access to your listing information at anytime from anywhere, letting you know the date & time of future & past appointments as well as valuable feedback from agents who have recently shown your home.

#### Install the Mobile App.

You can set your contact preferences, keep track of upcoming showings, and access your feedback when you need. You can also reach out to your agent with any particular questions.

