

Date: _____ Salesperson: _____

Property Address: _____

Vendor Name/s: _____

Contact Details: _____

Appointment Notes: _____

Opens Start: _____ Photos: _____ Auction Date: _____

Appraisal Follow Up Plan (Months): 1 3 6 9 12 (Circle one)

- Admin Checklist:**
- Update Board
 - Details in MDT
 - Follow-Up Plan Set
 - Marketing Budget Approved
 - Marketing Calendar Approved
 - Listed