



1816 E Kane Place - AGENT INSTRUCTIONS

Due to the competitive nature of the current market we ask for your cooperation in following our listing specific agent instructions. They are as follows:

Showings

- Minimum 24 hour notice, overlapping showings are allowed.
- Showings to be held on Mon-Wed-Fri-Sat from 1 PM - 3 PM.
- Schedule all viewings through Aligned. Be sure to choose the appropriate selection when doing so. I.e: showing, appraisal, inspection, etc.
- If given, do not share our lockbox codes with anyone who is not a licensed real estate agent. If you will be sending a licensed member on your behalf, please notify us.
- Buyers must be accompanied by a licensed real estate agent at all times.
- All showings will be accompanied by a listing representative. Contact Ted Schaar with showing questions at 414-678-9833 (cell).

Offers

- Offers will be presented as they come in.
- Earnest money is to be submitted to RE/MAX Service First through the TrustFunds link on the MLS.
- If your buyer can't use TrustFunds, then they must **MAIL** the earnest money to our office at: RE/MAX Service First, 21075 Swenson Drive, Suite 200, Waukesha, WI 53186, via **CERTIFIED FUNDS**. I.e: Cashier's Check or Money Order.
- All offers are to be submitted to the TEAM LISTING CONTACT in ONE (1) PDF attachment. We will not login to your system to access any documents.
- The TEAM LISTING CONTACT is Dan Mickelsen, 808-457-8433 (cell), daniel.mickelsen@remax.net.