



3213 Washington Ave - 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 10 AM - 1 PM.
- Schedule all viewings through Aligned. Be sure to choose the appropriate selection when doing so. I.e: showing, appraisal, inspection, etc.
- 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.
- The PM Representative coordinating the showings is Rene. She receives all showing notifications and will contact you if there is a need to reschedule. Meet Rene out front for your scheduled showing.

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 Alex Segal, 414-704-3262 (text preferred), alexsegal@remax.net.

