

# Help - Who Do I Call?

Stacey is in charge of how your listing looks on the MLS and across the web. As part of the listing process, Stacey will send you a copy of the MLS sheet for your property. Please review the MLS sheet and let Stacey know if you want the pictures changed or if the listing is incorrect. We want to assure all the information is correct for possible buyers. In addition, once an Agreement of Sale has been agreed to by both the seller and the buyer, Stacey processes the sale, sets up a settlement date and time, and coordinates the sale with the buyer's agent.

Heather and Troy's job is to guide you through the sales process, strategic pricing, and contract negotiations.

Stacey's Contact Number – 484-334-7573 Heather's Contact Number – 484-334-7541 Troy's Contact Number – 484-334-7585

## Eshowings FAQS

#### 1. What is Eshowings?

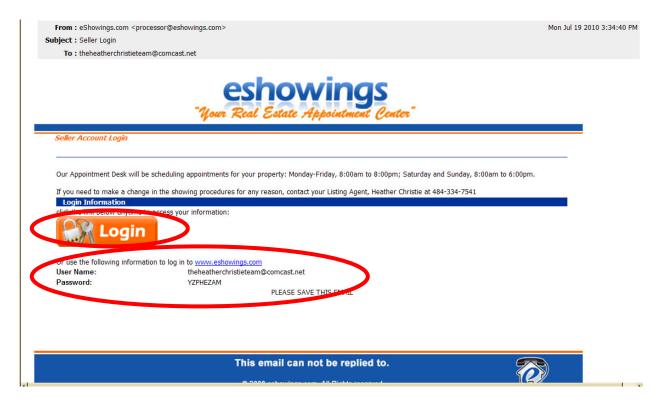
E-Showings is our real estate appointment desk. Appointment specialists at e-showings handle one of the most critical but time consuming tasks of a real estate professional - setting and confirming appointments - in an expert and efficient manner.

## 2. How do I contact eshowings?

If you receive a call from eshowings requesting confirmation for a showing, please contact them as soon as possible at 1-888-643-0123 or the phone number they provide on their message to confirm the showing. *Remember these are potential buyers who want to see your home*! If you have a login problem, please contact our office manager, Stacey @ 484-334-7573, or call eshowings @ 1-888-643-0123.

# 3. How do I use eshowings.com?

After listing your house with Heather & Troy, you will receive an email from E-Showings with your access information. PLEASE SAVE THIS EMAIL. It will make logging into eshowings.com easier. It will look like this –



The Login Button will automatically log you into your house's feedback. Or you can click on <a href="www.eshowings.com">www.eshowings.com</a> and use the log in information provided to manually log into your house's feedback.

#### 4. How do I receive feedback on my showings?

Every Monday, eshowings.com and MovingBerksCounty.com will send you a feedback report. The report from eshowings.com lists all the showing appointments and feedback for each. The MovingBerksCounty.com report summarizes the web site activity for your property. On Wednesday, Realtor.com will send you a report summarizing the web site activity for your property. All of the reports are emailed to the email you provided to Heather when you listed the house. If you don't have email, Stacey will send you a hard copy through the mail on Wednesday. If you have any questions about these reports, please contact Stacey at 484-334-7573.

Remember, eshowings.com is available 24 hours a day, 7 days a week. You may review feedback on your property whenever convenient to you.

Heather/Troy will contact you every two weeks to discuss your showing feedback and determine if any changes are needed to your listing.