



# Microsoft Forms

Microsoft Forms is a feature within your Microsoft Office 365 environment that allows you to create effective forms with easy-to-use tools and clear design suggestions.

## Building your custom form

Your form can be completely customised to suit your business and clients in a way that suits you. To help you get started, we have built an example form, and also prepared a list of questions you might like to consider including. These can be found in the The Place Playbook Resource Centre .

Place. **P** Your Situation

Help us to provide you a high-level service by completing the brief survey below

\* Required

1. What is the most important item below when selecting an Agent? \*

- Track Record
- Commission
- Cost of Marketing
- Other

2. Have you got a preferred method of sale? \*

## Integrating Forms with Rex

Securing a listing appointment can be a challenge in itself. To ensure you're making the most of every interaction with your potential vendor, set your appointment in Rex and include your very own form link in the Rex confirmation message that the homeowner receives via email and or SMS.

The homeowner will complete the form prior to your meeting allowing you to step into their mind before you walk in the door and identify what the most important aspect of a sales campaign is to them, if they have a preferred sale method and their perceived value of the property.

The form and Rex confirmation messages are customisable so you can communicate in your own way. With the ability to angle your pitch and be ready to handle potential objections, this is a feature we recommend taking advantage of!

## Useful Resources

- [Rex and Microsoft Forms Tutorial](#)
- [Building your pre-listing questionnaire](#)

*Available to download via The Place Playbook Resource Centre*