**Building your pre-listing presentation questionnaire in microsoft forms.**

Insert the Place Logo and change the background colour to Place Blue (#HEX CODE)

Form Title: Your Situation

Form Description: Help us provide high level service by completing the form below

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Standard questions: These are the 4 base questions that we recommend including.

1. What is most important to you when selecting an agent:
   1. Track record
   2. Commission
   3. Cost of Marketing
   4. Other:

Type: Multiple Choice

1. Have you got a preferred method of Sale?
   1. For Sale
   2. Auction
   3. Expression of Interest
   4. Other:

Type: Multiple Choice

1. Where do you feel like your property sits in the market? You may provide a figure or a range:

Type: Text

1. Your Property Address

Type: Text

Here are some more text questions you might like to consider including. It is best practice to include a maximum of 5 questions in your pre-listing questionnaire.

* What’s the reason for the move?
* How do you feel about the potential sale?
* Is there anything I need to know about your situation?
* Is there anyone else who will be helping you make a decision about the sale?
* What do you know about us? Why did you call us in?
* How are you going to select an agent?
* Have you sold before?
* Did you have a preference between Auction and For Sale? Why is that?
* Are there any marketing mediums that you would want to see in your campaign?
* How did you work out the price you feel your property sits at?
* Have you made any improvements to the home since you bought it?
* Are you currently living in the property?

REMEMBER: your main goal is to obtain a bit more information than what you already knew, so that you can tailor your listing presentation accordingly. It is best to keep the finer details to discuss in person.