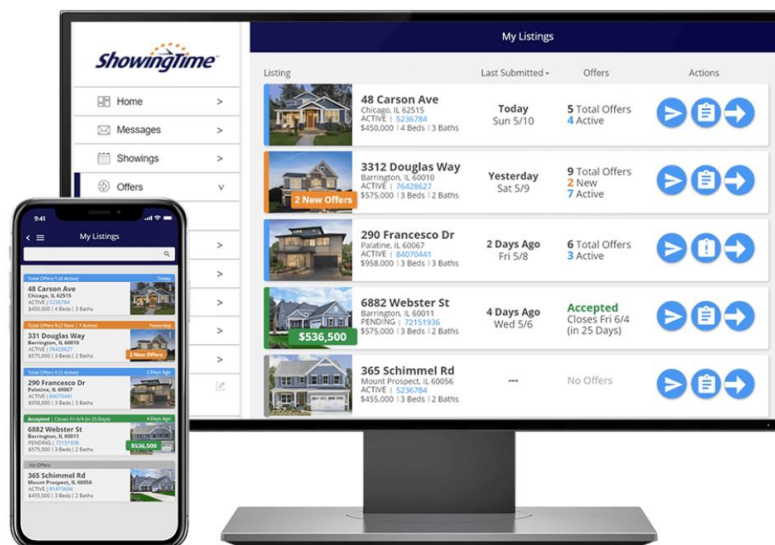


Benefits for Listing Agents

All Offers In One Place

Offer Manager does all the work by automatically organizing and storing offers by listing, accessible 24/7 on mobile or desktop. Listing agents and their assistants will still receive the complete offer and all attachments by email and can easily handle multiple offers on all their listings.



- **Customize How You Receive Offers**

Listing agents can set multiple people to receive offers by push, email, and text, ensuring everyone is notified of a new offer. This is easily customizable per listing and works seamlessly for co-listing agents, teams, and assistants.

- **Get More Complete Offers**

By allowing listing agents to update their offer instructions for each listing, they can set clear expectations of what's needed for a complete offer, limiting the back-and-forth with the buyer's agent.

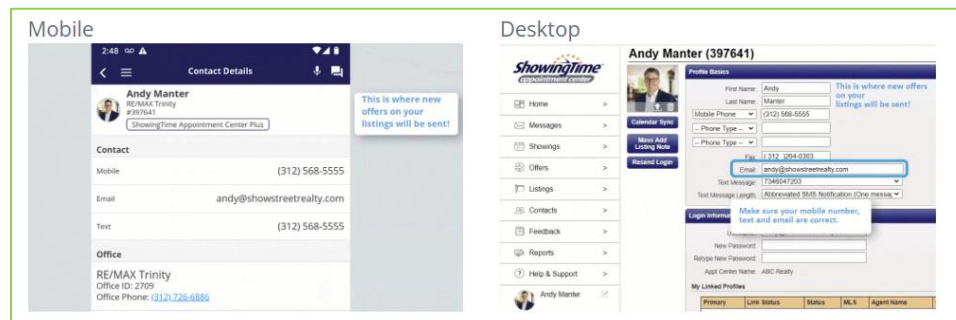
- **Easy to Keep Buyer's Agents Updated**

Whether you prefer to call or text the buyer's agent or use the time-saving mass update capability, Offer Manager will help you be more efficient and professional since the buyer's agent's contact information is stored with the offer.

Listing Agent Setup

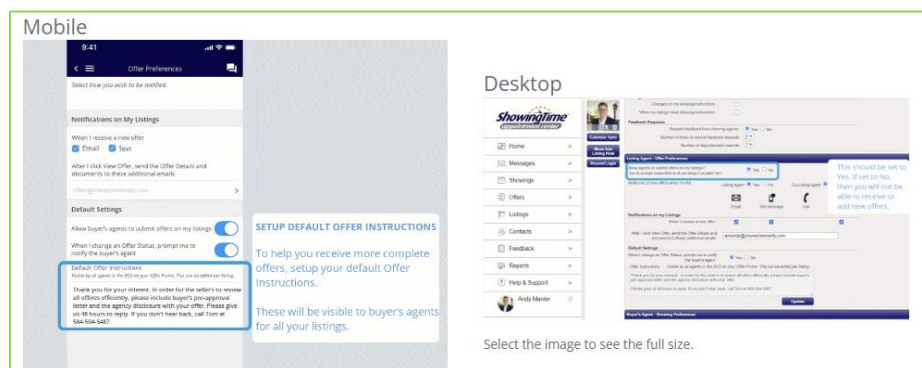
1. Make sure your ShowingTime contact information is correct.

IMPORTANT: Your offers will be delivered to your agent profile's email address and phone number. (If the ShowingTime app is installed on your mobile device, offers are also delivered via push notification.) Please make sure they're correct.



2. Customize your Offer Preferences.

Here, you can be set to receive offers by push, text, and email, add assistants to receive the Offer Details, and set your Default Offer Instructions.



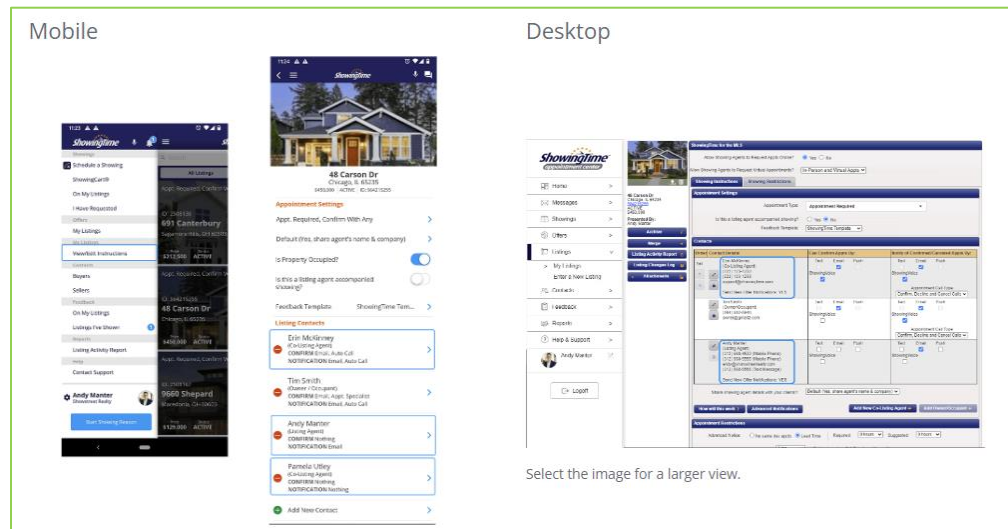
SETUP DEFAULT OFFER INSTRUCTIONS

To help you receive more complete offers, set up your default Offer Instructions. These instructions will appear at the top of each Offer Form (that buyer's agents will access via the MLS and fill out to send in their offer). So these will be visible to buyer's agents for all your listings. ***You can edit these per listing later on.**

3. Customize offer delivery per listing.

Offers will be sent to any Listing Agent and Co-Listing Agent on the Listing Worksheet.

Just make sure you assign anyone on your team to whom you would like to get offers on a particular listing and that they are listed as either the 'Listing Agent' or 'Co-Listing Agent.'



Listing Agent Offer Management & Communication

Offer Manager automatically stores each offer by listing, making it easier to manage your offers and communicate with buyer's agents. This will save you much time.

Buyer's agents DO NOT HAVE A LOGIN to view the details, documents, offer status, or anything else you enter into Offer Manager.

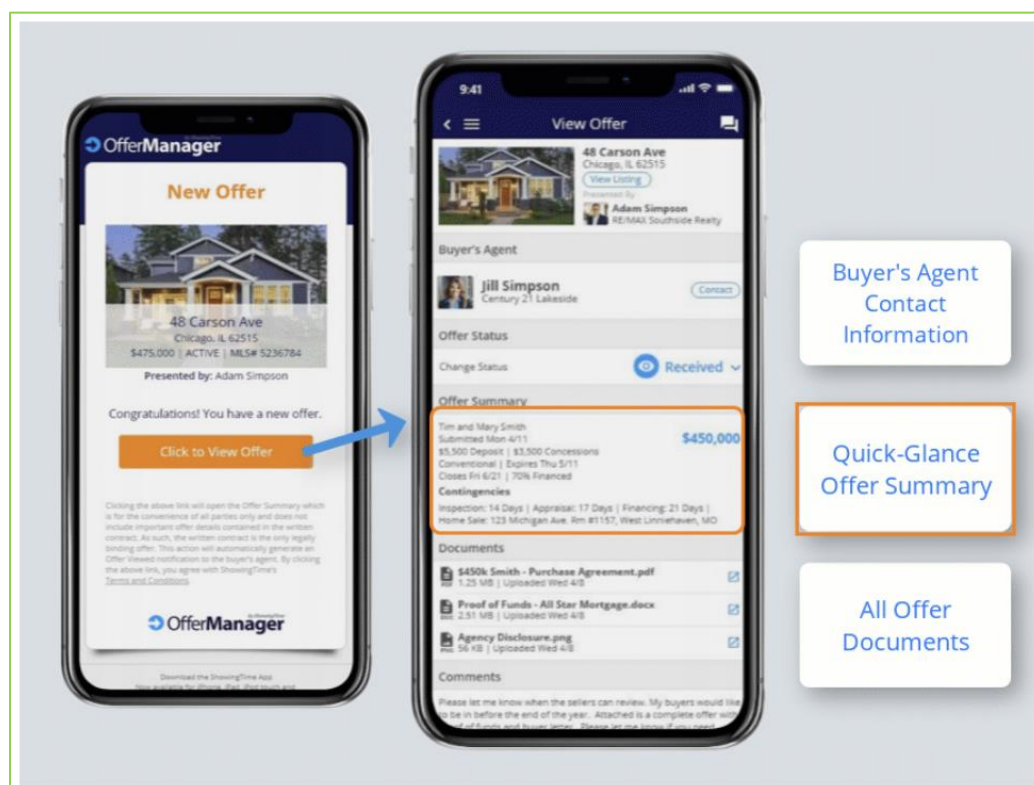
We make it very easy for you to communicate and update buyer's agents, but you must choose to do so.

Receiving Offers

Listing agents can customize who gets notified of new offers for each listing and how they get notified (text/email). Push notifications are available if the app is installed. These are set based on the listing and co-listing agent(s) on the listing worksheet and their offer notification preferences.

When you get the notification that informs you of the New Offer, click on the 'Click to View Offer.' This will open the offer and show you the three sections of the offer:

1. Buyer's agent contact info
2. The Offer Summary
3. All Offer documents



You will still get your offers by email, which you can customize in your profile settings and per listing. So you can keep any existing processes if you have assistants or a special email for incoming offers, like offers@myteamname.com.

Clicking 'View Offer' automatically triggers the two notifications below.

Offers are still delivered by email

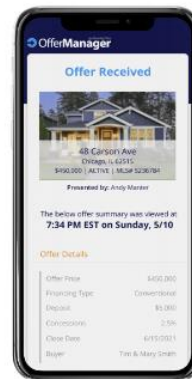


Select the image for the full size.

The entire offer and all documents will still be delivered by email.

You can set this so anyone you designate will receive all of the documents and details via email, keeping your existing processes in place.

Buyer's agent notification



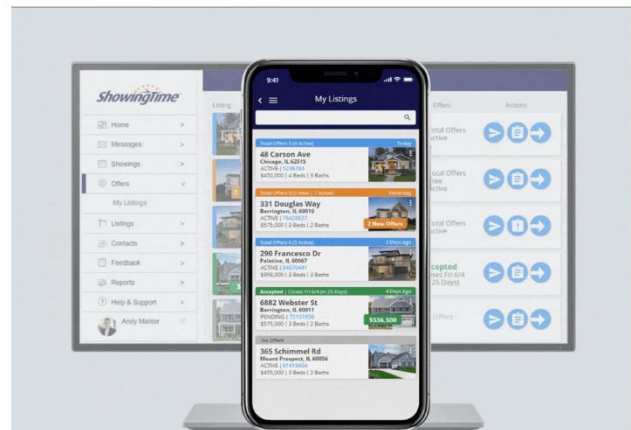
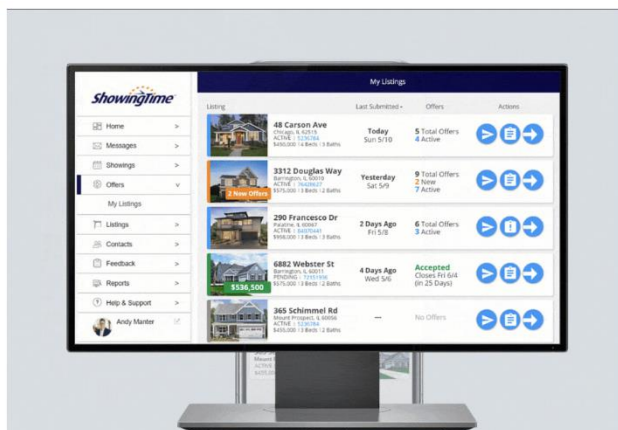
Select the image for the full size.

As soon as the listing agent opens the offer, the buyer's agent receives notification their offer was viewed

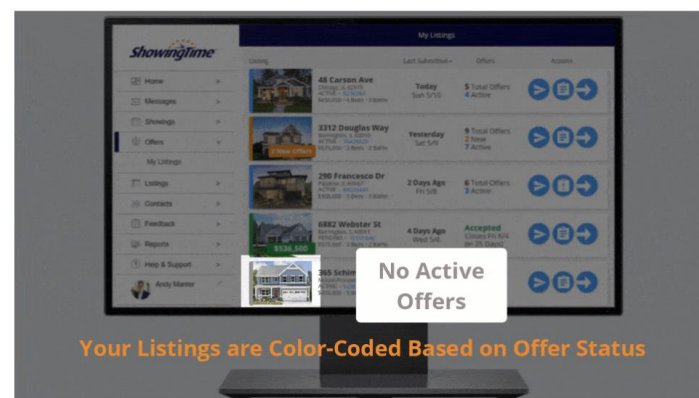
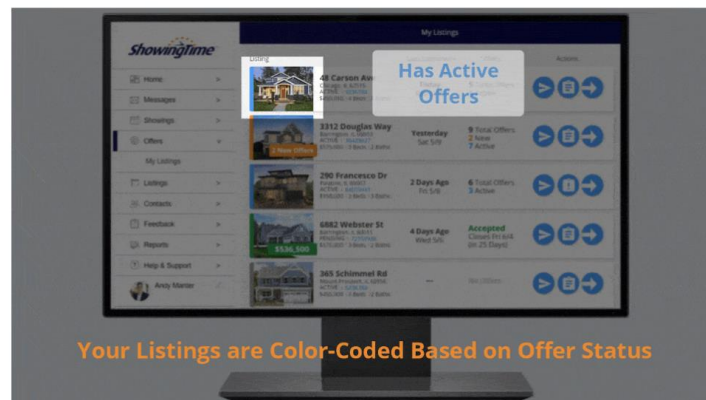
Buyer's agent can get this via email, text, and app notification and can let their buyer know the offer was received.

Offers Automatically Organized by Listing

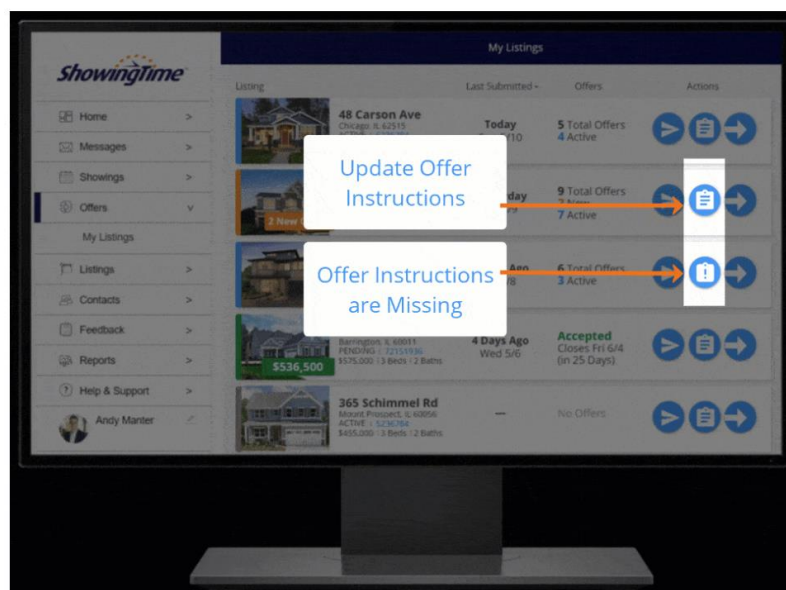
All offers will automatically be organized by listing and are easily accessible via the ShowingTime desktop or mobile app. This lets you keep track of all offers and easily communicate with buyer's agents.

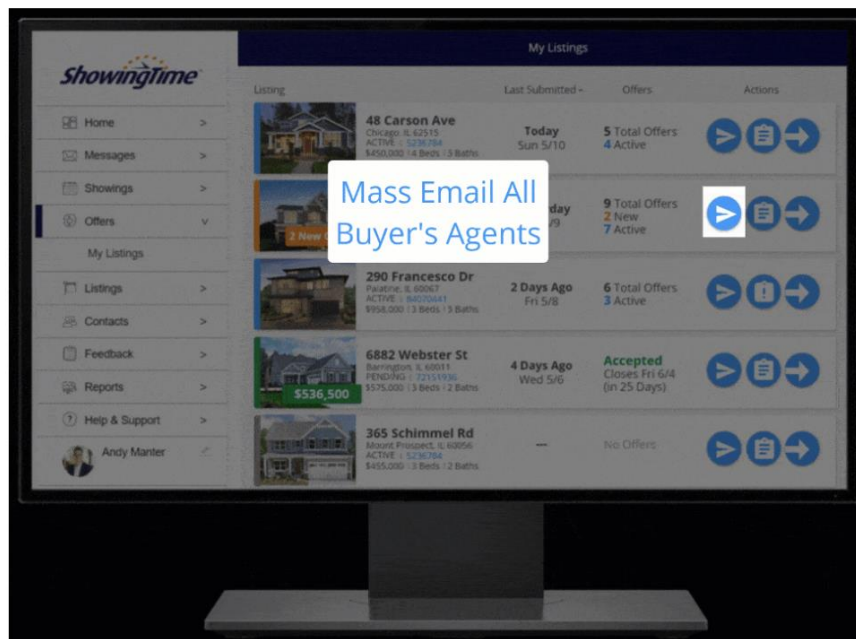
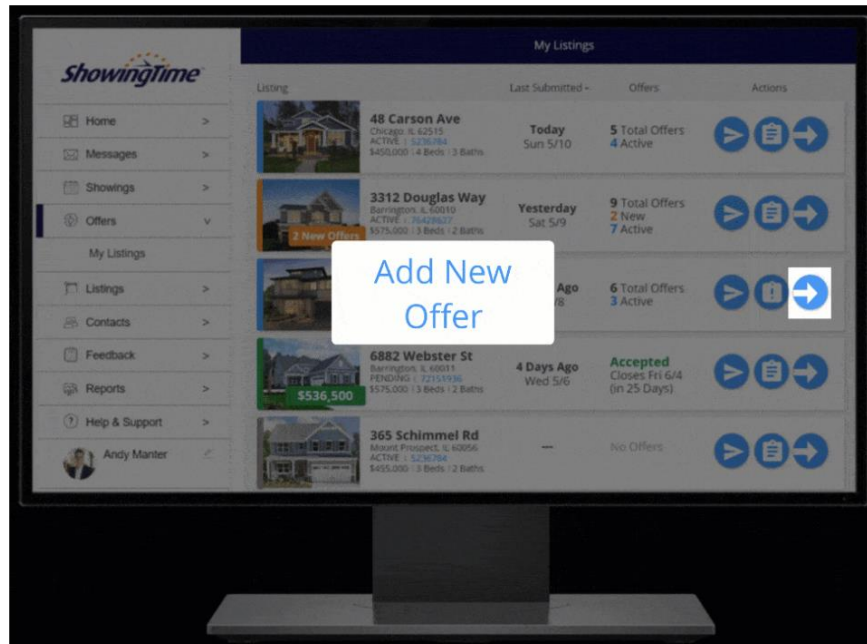


The color on the listing icon relates to the status of the offer.



Each listing has Quick Action Buttons.





Offer Instructions are shown to buyer's agents at the top of the Offer Form.

You can print the Offer Activity.

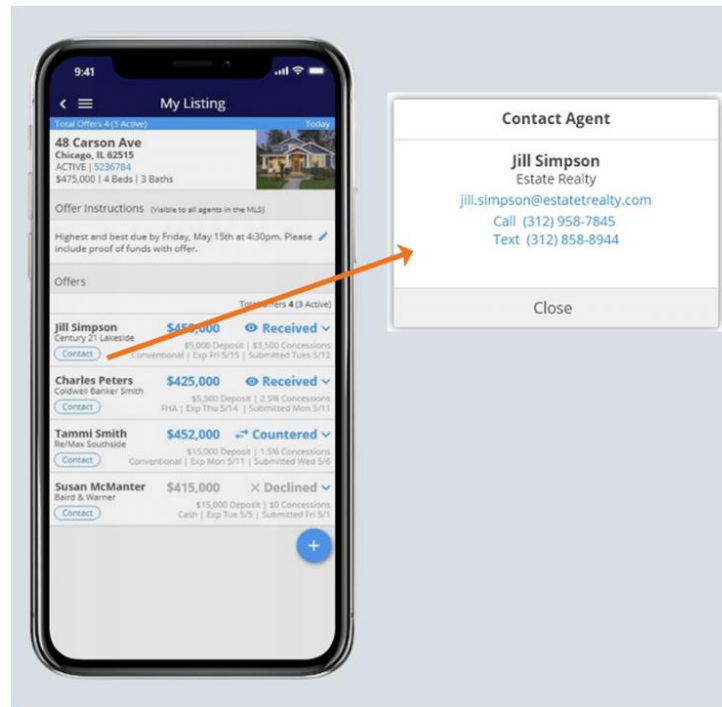
View Listing – List of Offers/Offer Instructions

Double-click on any listing, and it opens the View Listing page. You can see every offer on that listing, edit the Offer instructions, change each offer's status, and easily communicate with buyer's agents.

Communication with Buyer's Agents

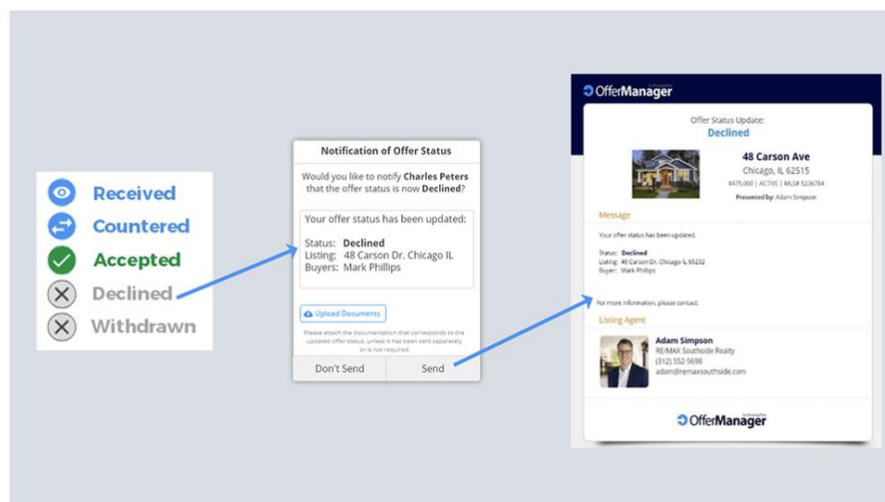
- **1-Touch Call/Text/Email/Push Notifications**

We store the buyer's agent contact information with each offer so listing agents can directly call, text, or email the buyer's agents.



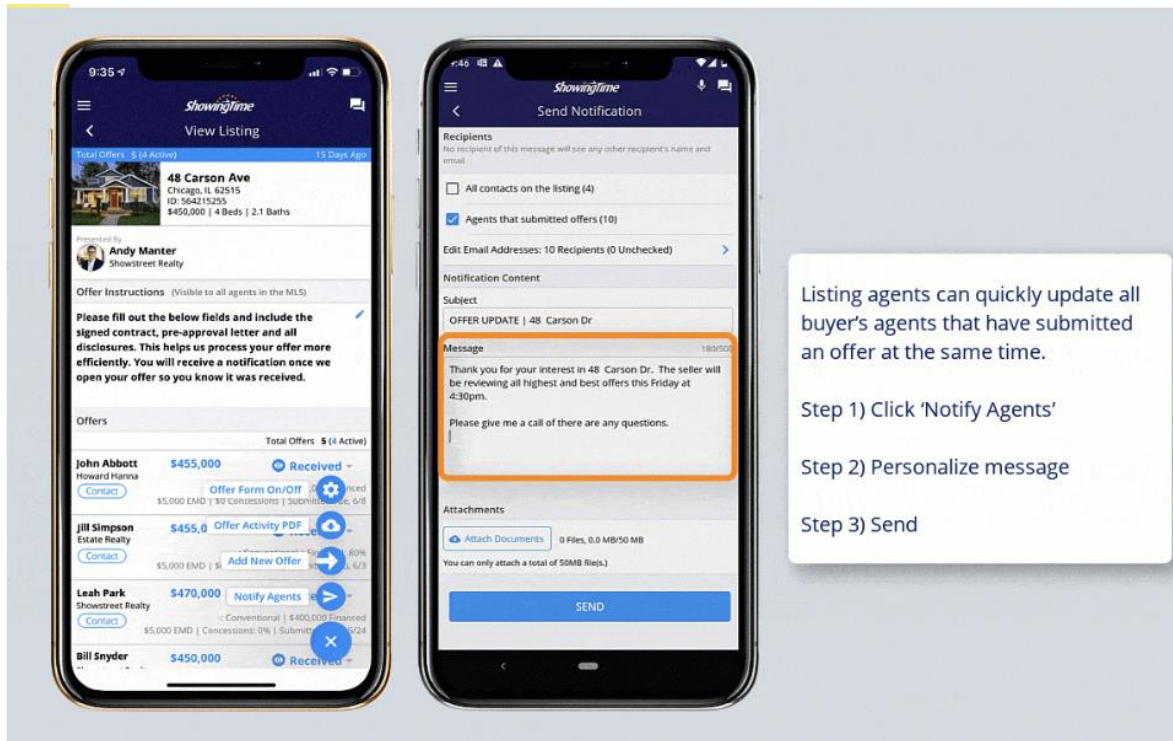
- **Prompts to Notify the Buyer's Agents**

When the listing agent updates the Offer Status, it prompts them to notify the buyer's agent. They can personalize the message or use our standard template.



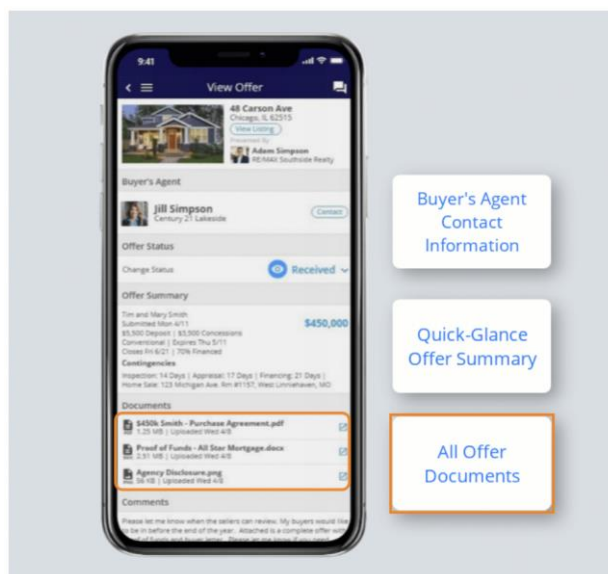
- **Mass Email All Buyer's Agents**

You can quickly update all buyer's agents who have submitted an offer, which can save you a lot of time.

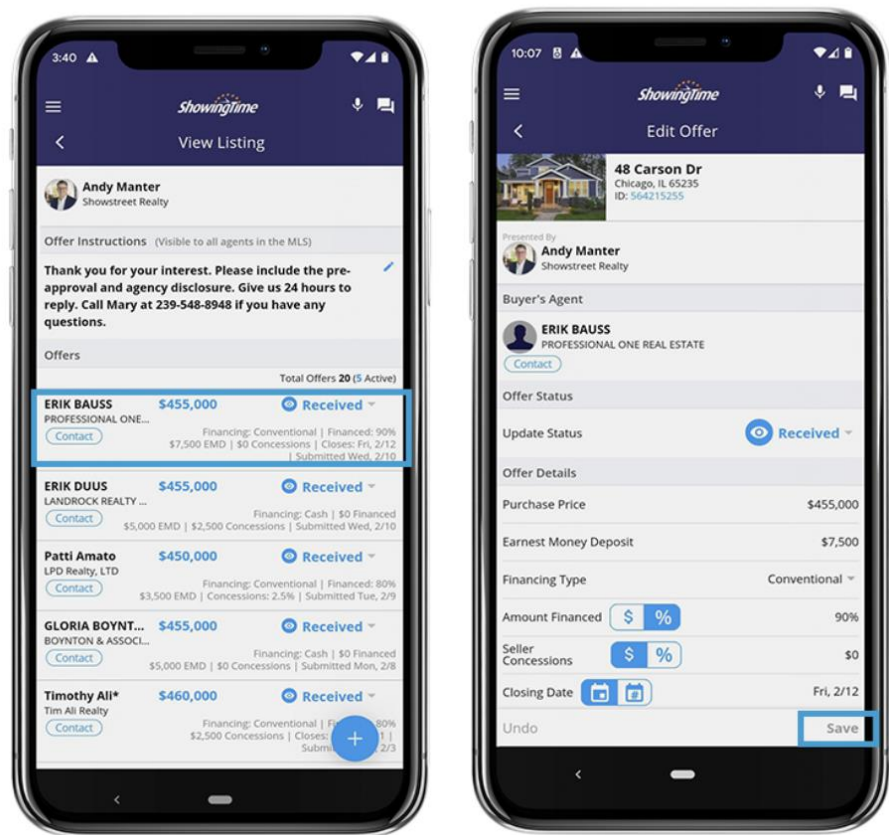


View/Edit Offers

You can open any offer by clicking on it. Here, you can view all the documents, contact the agent, edit any details or contingencies, upload new documents, or email the documents.



Edit the Offer Details

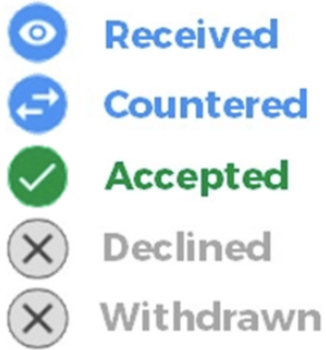


The listing agent can update any offer at any time. Click on the offer to edit any field (price, closing date, contingencies, etc.).

You can also upload new offer contracts or documents. Then, hit SAVE at the bottom.

Updating the Offer Status

After the offer is submitted, listing agents can update each offer's status.



Buyer's Agents DO NOT have a login to view their offer, the edits you make or the Offer Status.

You will receive a prompt to notify the buyer's agent to update them of the status. You can personalize this message or use our standard template.

Countering and Accepting an Offer

It's important to note that the signed purchase contract will remain the only legally binding agreement. So, in countering and accepting offers, since they require signatures, you will take care of the agreements first, as you always have.

You will continue to negotiate, counter, accept, and sign offers as you always have. After the documents are signed, you will update the Offer Manager.

Accepting an Offer

After you have a fully executed purchase agreement, update the Offer Status, which will allow you to automatically decline all other offers and notify all the buyer's agents in seconds.