

**AGENT ITINERARY AND SCHEDULE**

**NOTE:** This form is used by an agent or broker when leaving the office for a showing of property, an open house or a prospect interview, to advise their broker and colleagues as a security caution where the agent is, who they will be with and when they are expected to return.

**THIS FORM IS FOR YOUR SAFETY WHEN ACTING ALONE. LEAVE THIS FORM WITH A STAFF MEMBER AT YOUR OFFICE BEFORE LEAVING FOR AN APPOINTMENT.**

**DATE:** \_\_\_\_\_, 20\_\_\_\_\_, at \_\_\_\_\_, California.

*Items left blank or unchecked are not applicable.*

**TO:** Staff Members

**FROM:** \_\_\_\_\_ (Agent's Name)

1. I will be meeting with \_\_\_\_\_ (Client or Prospect)

1.1 Client or Prospect's phone number \_\_\_\_\_

1.2 Make and Model of Client or Prospect's automobile \_\_\_\_\_

1.3 Planned activity to be conducted \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

1.4 I will be at the following address(es) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

a.  See attached list of homes to be shown.

2. I will be at an open house at \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. I anticipate returning to the office at \_\_\_\_\_  AM,  PM.

4. I can be reached at \_\_\_\_\_ (Cell Phone)

5. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_