



New Building Form

Building Name: _____ Building Address: _____

City: _____ Province/State: _____ Postal/Zip: _____

Building Phone: _____ Building Email: _____

On-Site Employee Name <i>(Appointments Booked with)</i>	On-Site Employee Email	On-Site Employee Phone

Number of Units: _____ Bedroom/Unit Types: *(1 Bedroom, 2 Bedroom, etc.)*

Media Sources Required for Tracking: *(Company Website, Kijiji, Zumper, etc.)*

- FOR LEADMANAGING BOOKINGS -

Appointment Length: *(60 minutes)* _____ Appointment Reminder: *(60 mins prior to appnt)* _____

Number of Appointments per Timeslot: _____ Lead-Up Time: *(hours before appnt is booked)* _____

Building Hours: Monday: _____ Tuesday: _____ Wednesday: _____
Thursday: _____ Friday: _____ Saturday: _____ Sunday: _____

Special Notes: _____