



Dear Agents,

To request a showing for a property, please follow these simple steps:

Send an email to [office@smghomehelp.com](mailto:office@smghomehelp.com) with the subject line "**Request for Showing at (Address)**"

Attach a picture of your business card to the email. If your contact information is not on the card, please provide the following details:

- Name
- Phone Number
- Email Address
- Brokerage

In the body of the email, include the following information:

- Requested Date(s) of the showing:
- Preferred time(s) for the showing:
- Duration you plan on being there:

Please be advised that you should receive a confirmation email with showing and access instructions within 24 hours. However, we strive to process requests much quicker.

If you wish to expedite the showing approval process, you can text Ryan at **717-683-2661** AFTER you have sent the email with the required information.

We appreciate your interest in showing the property and look forward to working with you.

Sincerely,

*Stonegate Management Group, LLC.*

[www.SMGHomeHelp.com](http://www.SMGHomeHelp.com)  
410-357-8946  
[Office@SMGHomeHelp.com](mailto:Office@SMGHomeHelp.com)