

SHOWINGS

- Confirm with Seller that they will allow their home to be shown by an agent.
- Have Seller remove or secure all firearms, collections, valuables and medications.
- Have Seller turn all lights on and open all interior doors including closets as well as a few windows
- Buyers instructed to touch as few things as possible. If gloves are available they should be worn. If not, please wash hands upon entering the home. Agents should be the ones opening doors etc. Agents wear gloves or have wipes or towel handy so as not to touch with bare hands.
- Always ask: Where have they traveled in the last 14 days? Are they currently feeling well?
- As always, ensure that the Buyer is pre-approved. Remove footwear at the door or use shoe covers
- Only decision-makers at the showing. If a child is present they should hold an adult's hand.
- Use video chat for others to see the property, with the Seller's permission
- After showing, Agent should go through the home and shut windows, turn off lights, wipe any surfaces that where touched and lock up the home.
- If Buyer wishes to make an offer: Agent can have a Zoom or voice call with their client to fill out the necessary forms electronically then send to client for electronic signature.
 - If this step needs to be done in person please use a conference room and have people sit at least 6 feet away from each other.
- Limit the amount of face-to-face time.
- Arrange for virtual showings if Buyer is not available. Please use a "Sight Unseen" addendum if the Buyer is purchasing without physically being in the home.



LISTINGS

- Agent should have an initial phone call with Seller going through all amenities of the home and all needed information pertinent to perform a CMA.
- Instruct Seller to have home camera-ready and arrange for a time Agent can be alone in the home.
- Agent will then go to the home, do a walk-thru and take photos.
- Agent will perform CMA.
- Agent will have a video call with client to present and discuss CMA.
- All listing documents will be done electronically and sent for electronic signature for the listing.
- Have Seller remove or secure all firearms, collections, valuables and medications.
- The listing should include a video of the home and floor plan. If a Buyer is not able to physically see the home, you will have this available.
- Talk with the Seller about providing gloves, wipes, cleaning supplies, soap and paper towels by the sink.
- What they will and will not allow for showings. This should include days, times, length of showing, number of people allowed in. Will they allow live virtual tours and unaccompanied showings
- Schedule a virtual open house.
- Ensure you have a sign with rules for the showing that can be put by the door.
- If a homeowner doesn't want live showings, before withdrawing from the market, discuss virtual showings

INSPECTIONS

- Have Seller remove or secure all firearms, collections, valuables and medications.
- Most Building Inspectors do not want agents and buyers at the entire inspections at this time. If the Agent has to be there to unlock the home, they can be there to unlock the home and return at the end to walk through the home with Building Inspector and/or Buyer
- Many Inspectors will do a video call walking Buyer/Agent thru the home with any issues.
- Inspectors are taking extra precautions at this time. It is advisable to speak with them to discuss so you can inform your Buyers and Sellers.
- If you have a Seller that is going to be in the home during the inspection, the Inspector should be informed.
- Inspection should not be a time to show family members the home but a time for the inspectors to focus on the inspection and safety precautions at hand.

