

# Showing Checklist

## Day of Showing

- Bring a pad and paper to give your client to make notes
  - Pick up client and drive if possible
  - Don't be late!
  - Prepare client on possible security audio and video
  - Open Lockbox
  - Off shoes
  - Walk ahead of client turning on lights and inspecting home
  - Highlight key features of home
  - Answer questions - Make notes if unknown
  - Follow the instructions sent ie. Turn off lights, lock doors, leave card
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## Etiquette and Conduct

- Respect privacy, avoid touching personal belongings
  - Supervise children
  - Avoid personal discussions
  - Always leave a card
  - Turn off lights unless told not to
  - Never let anyone else see the code for the property
  - Always call if late and never enter unless authorized
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## Post-Showing

- Make notes in your CRM
- Create a Task to follow up with client

## PDF

<https://drive.google.com/file/d/1-Rs8dcd2YUEGkmkgvjLTbegf2dkVTCPt/view?usp=sharing>

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