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

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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