

Pre-Showing

- ☐ Schedule through Showingtime
- ☐ Notify client day and time
- ☐ **Make sure they know to not go in without you**
- ☐ Send a reminder the day before
- ☐ Check showing instructions from the listing agent in preparation of your appointment

Showing

- ☐ Arrive 5-10 minutes early to unlock the house, turn on the lights, open the curtains, etc.
- ☐ Remind buyer not to talk about the home inside (audio and video devices can be in place)
- ☐ Provide booties if needed
- ☐ **Announce yourself when entering the home**
- ☐ Avoid using your phone (only to look up information on the home)
- ☐ Lock all doors and shut off lights before leaving
- ☐ Make sure to put keys back in the lockbox
- ☐ Try to get another appointment set as soon as you can to avoid losing momentum/the client

Post-Showing

- ☐ Get prompt feedback (what they liked and didn't like)
- ☐ Submit feedback to listing agent
- ☐ Edit their search criteria if they didn't like certain features

Avoid these!

- ☐ **Never give your client the lockbox code**
- ☐ **Don't let your client be in the home without you and never leave before the client**
- ☐ Try not to stand in corners (you can be trapped)
- ☐ **Do not show a property without an appointment (even if it's vacant)**
- ☐ Never park in the driveway where you can get blocked in (for safety reasons)
- ☐ Don't hover during showings, give them space

Remember these!

- ☐ Download a hunting app to find property lines or use MLS boundaries
- ☐ If showing multiple properties, put them into a GPS to schedule according to location (avoid unnecessary driving)
- ☐ **If you don't know an answer, say "I will get back to you" or "let me research" instead of giving the wrong answer**
- ☐ Always ask the potential client if they are working with another agent!