

Agent's Property-Showing Safety Checklist

Before a Property Showing

- Check out prospects on Google, social media or a background checking site.
- Ask prospect to meet at your office or in a public place.
- Ask all prospects to fill out a customer identification form and provide ID.
- Photocopy a prospect's driver's licenses.
- Ask for a prequalification letter from lender, verify the letter's authenticity.
- Introduce prospects to the office manager or a coworker.
- Sign out on the office tracking board. ☑ Leave a copy of your property-showing itinerary at the office.
- Wear a company identification badge and display your company name on your car.
- Dress professionally in business outfits, wear shoes that you can run in.
- Take a partner—another agent, friend, or family member—with you.
- Set up a distress code with the office, friends, or family.
- Make sure that co-workers, friends, or family who receive an alert know what to do.
- Lock your purse or briefcase in your car trunk before arriving at an appointment.
- Remind your clients to remove or lock away keys, credit cards, mail, bills, family photos, firearms, drugs, jewelry, fine crystal, furs, and other valuables and secure pets.

At the Property

- Learn the house before your show it, look for escape routes and obstacles like fenced yards.
- Show the property in daylight. ☑ Park your car at the curb in front of the property, not the driveway.
- Take a photo of the prospect's license plate and send it to the office.
- Call or text the office to let them know you have arrived, where you are, and who you are with.
- Set the alarm app on your phone for the time you think it will take to show the home.
- Set the alert app on your phone for quick emergency notifications.
- Keep at least one hand free.
- Before entering a vacant property, walk the perimeter to check for signs of squatters, break-ins, or other illegal activity.
- Follow lockbox procedures.
- Leave the front door unlocked for a quick exit.
- Walk behind the prospect as you view the property, don't turn your back.
- Keep prospects together.
- Stay close to the entrances of rooms and avoid going into cellars, attics, walk-in closets, and other "dead-end" rooms.
- What else could you add to the list?