

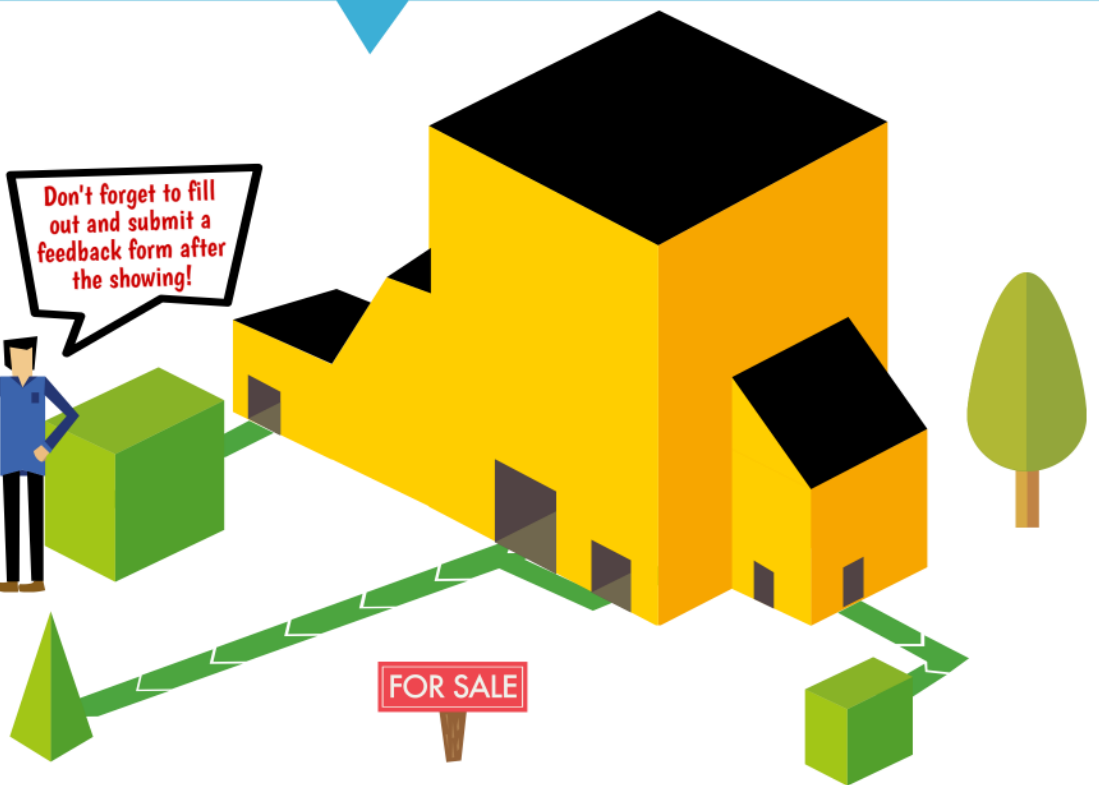
SHOWING ETIQUETTE TIPS

You've searched homes for your client on the MLS, now it's time to schedule some showings. Already fraught with tension for the seller, and anticipation for the potential buyer, open houses can turn into a disaster or flop on the smallest incident.

SOME DO'S & DON'TS FOR SHOWING AGENTS

- ▲ The showing agent is responsible to make sure the house is secured and left in the same condition as they found it.
- ▲ If your plans change and you can't make the showing, let the listing agent know ASAP so seller can be notified.
- ▲ Entering any listed property without prior authorization is considered a Serious Violation and can come with a fine of \$1,000.

Don't forget to fill out and submit a feedback form after the showing!



Tips

While this is in no way an official or complete list -- here are some showing etiquette tips that we've received from agents, along with some plain common sense to help ensure a pleasant house hunting experience for everyone involved.

Always leave a copy of your business card in the house after the showing as a courtesy to the seller.



Make sure you've confirmed the showing with the listing agent so you or your clients are not waiting or turned away & a trip is wasted.



If the showing gets canceled or postponed, let the listing office know immediately so the seller can be contacted.



Use your own lockbox or e-key to open the property for a showing. Make sure to lockbox is locked back up when the showing is finished.



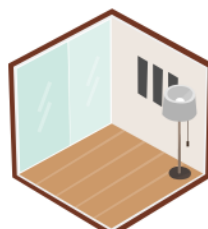
Honor the listing agent's relationship with the seller and encourage the seller to direct all questions to his or her agent.



Double check that all doors & windows are locked before you leave the property. Treat the property as if it were your own home!



If the seller has pets, leave them alone! Whether kenneled up or not, encourage clients to leave them alone.



Take your shoes off before you start the showing — a good sign of respect to the current homeowner.



View the home together with your potential buyer — avoid letting them roam the home by themselves.



Never allow buyers to enter a property unaccompanied.



Have a listing sheet ready with all the info of the property for buyers to easily refer back to.



Respect your client by limiting your use of cell phones or computers to the business a hand.



Don't allow anyone to eat, drink, smoke, dispose of trash or bring pets into the property.



Encourage your clients to keep any photos they take during the showing off social media for respect to the seller.



Be on time! Always call the listing agent or use the ShowingTime app to adjust your schedule.



Report any problems with the property to the Listing Agent.

Questions? Contact the NorthstarMLS Rules & Regs Department at 651-251-3210.