

## **Showing Etiquette.**

Always check the "Showing Instructions" AND "Agent Notes" section of the data sheet for complete showing instructions. Basic showing information may be located in the "showing instructions" field on the data sheet but further explained in the "Agent Notes" section of the data sheet. Items such as instructions for Alarm Systems, pets, Showing Times allowable, or time requested for advanced notice may be included here. If in doubt call/email/text the listing office/agent.

Do not contact an owner directly unless the data sheet indicates otherwise.

Always knock, ring the door bell and, or announce as you enter a property.

Do not tamper with equipment (thermostats, alarms, etc.).

Do not leave clients unattended, especially in an occupied property.

Use common sense when showing properties during wet weather. Remove shoes when appropriate. Where requested to use booties or remove shoes always do so.

Please be courteous to homeowners and, unless otherwise instructed, leave the property as you find it. If lights are on in the house when you arrive, you should leave them on when you leave. The owner may have left them on for security purposes or there may be another showing after yours.

If there is a pet in the house, be careful not to let it out.

ALWAYS secure the property upon leaving, even if you find it unlocked upon arrival.

If a home owner has requested a showing agent to sign a register or leave a business card you should do so. Otherwise please do not.

Showing reports are a courtesy to your fellow Realtors and should be readily forthcoming upon request.

Always report any damage or other adverse condition discovered during a showing to the listing agent as soon as possible.

Listing agents should suggest that their client not be present during showings. Buyer agents should limit their contact with a seller and never attempt to negotiate with the seller (of a listed property) directly.

No smoking, drinking, or eating in home or on grounds.