



# Agent COVID Guidelines

## *Buyer Side*

- Absolutely must to have a PRE APPROVAL and AGENCY RELATIONSHIP
- COVID 19 forms signed before showing houses- In Dotloop
- Buyers must wear masks, gloves, and shoe covers before entering any home. (Mask is a deal breaker)
  - Agents should highly consider not entering the home
- It is the Buyer's responsibility to be prepared with these supplies
  - Buyer's agent should be prepared to deny showings if these protocols are not followed. Do NOT unlock the home. See Dialogues
- Please alert the selling agent to have all lights turned on, doors open and closet doors open.
- The only people allowed at the showing are the decision makers. NO FRIENDS, EXTENDED FAMILY, ETC..
- Please make sure you have it narrowed down for the buyer. Showing houses via MLS Pictures, Video and Floor Plans. Use the technology to the fullest before showing houses.
- We are NOT looking at houses, we are buying one.
- Continue to work remotely whenever possible
- Any in-person activities must abide by CDC/Michigan guidelines for social distancing.
- No clients in the agent's car.
- Ask buyers and showing agents to refrain from touching any surface in a home.
- Do not share phones, pens, or tablets.



## Agent COVID Guidelines *Seller Side*

- Mandate pre-approval before allowing showings and giving out lockbox code
- Selling agent will have a sign on the entrance door that, masks, gloves and shoe covers must be worn.
- Home Stagers, Photographer and Pre-inspections will need to be done alone.  
With sellers permission, reports will be given to the sellers via email.
- Photographers will ask the homeowner not to be present during pictures, video and floor plans.
- Vendors will wear masks, gloves and shoe covers while in the home.
- Open houses are highly discouraged. In MI they are not allowed.
- All paperwork should be completed electronically
- Sellers agents may ask for COVID 19 showing forms and Pre-approval Letter before grant permission for showing
- Any in-person activities must abide by CDC/State guidelines for social distancing.
- Continue to work remotely whenever possible