



Showing a Listing Checklist

- Meet the prospect in the office or a public location, like a restaurant.
- Verify his identity.
- Get his car make, model and license number.
- Photocopy his driver's license.
- Complete the Prospect Identification Form.
- Confirm his information.
- Never show property alone.** Use the buddy system and take someone with you.
- Know the sales area. Preview the properties before you show them.
- Phone home.** Let your office know where you are at all times. Arrange to call your office at a specific time and do it. No excuses.
- Park where you cannot get blocked in.
- Have a client take his own car. Do not put clients in your car.
- When walking through the house, always let the clients lead the way while you direct them.
- Never go into an attic, basement, closet or other small-enclosed area.