

START

**Complete [Buyer Interview Form](#)**

**Identify Listings to View**

**Determine Desired Timeframe**

**Schedule via Showing Time**  
**([Instructions Click Here](#))**

- Be efficient in time and map accordingly
- Prepare "Buyers Tour" report
- Prepare hard copy backups of COVID waivers and Buyer Agency documents

**Create Safety Plan ([Link to Forewarn - GRAR](#))**

- Confirm # of people attending
- Who will you tell where you will be and when?
- Will you have somebody coming with you?
- Confirm seller COVID or other showing protocols
- Send COVID waivers to buyers (DotLoop)
- Send Buyers Agency documents to buyers (DotLoop) and email / text provided video explanation ([LINK TO DOTLOOP REQUEST](#))

**Reach out to Listing Agent (If no deadline noted)**

- Are there any other offers?
- When will you present offers?
- When can we expect a response?
- Is there anything else you can tell me about the house that will help me sell it?

**Confirm Showing Appointments and signed Documents with Client**

**Begin the Showing**

- Assess the situation and surroundings
- Notify your safety contact
- Do not park in the driveway (This also allows the buyer to feel like they are driving into their own home.)
- Setup Forewarn
- Wait for buyers to arrive and enter house all at once
- Judge the situation to determine lead vs follow
- Stay out of the way

**Conclusion of Showing**

- Regroup with client in a "desirable / feature" location in the home
- Ask client "So, can you see yourself / your family living here?"

NO YES

Would you like to write an offer?

**Overcoming Objections**

- Answer questions if you know them at the time
- Try to write an offer with contingencies for concerns / questions (things covered by inspection, verification of certain items, etc.)

**Next Showing**

- Make sure clients have address of next listing
- Allow them to go ahead and meet them there
- Continue to show until offer is written

**Write the Offer!!!**