

CORONAVIRUS (COVID-19) MINIMUM STANDARDS FOR THE REAL ESTATE PROFESSIONAL

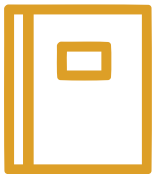
Revised: May 18, 2020

Why a Minimum Standard?

Standards help protect the community and the industry's ability to continue working.

How was it developed?

CDC Guidance + State Orders + Local Health Departments = Standards



Industry Practices for Real Estate Business

- Real estate offices open to the general public are to adhere to State of Alabama "Guidelines for Safeguarding All Businesses".
- All parties are encouraged to wear masks, use gloves, and avoid touching common surfaces.
- Maintain 6 feet of separation between all parties and persons (except for those persons who share the same household).
- Encouraged to continue meetings and consultations via electronic means via video, telephone, email, or digital meeting.
- All activities are in adherence with CDC guidance, and state and local guidelines to minimize contact.
 - Any individual diagnosed with COVID-19, exposed to a positive case of COVID 19, or symptomatic of COVID 19 are to be excluded from in-person meetings.
 - Quarantine orders must be strictly adhered to. Showing properties where quarantined individuals reside or are present is prohibited.
- Do not share phones, writing implements, tablets, or other tools or personal property.



Open Houses

- All agents and those touring the property are to adhere to social distancing orders issued by the State of Alabama and follow CDC guidance.
- Listing agent or seller is to open all cabinets, closets, window coverings, and to turn on/off all lights before the open house begins.
- Instruct those touring the property to avoid touching any surfaces.
- Frequently disinfect items used and surfaces touched with sanitizing wipes or disinfecting cleaner.
- Limit number of viewing parties to one at a time and ask other parties to remain outside the property until the other party has exited.



Listings

- Property listing appointment (onsite at the property to be sold):
 - Parties to include only decision makers.
 - Set listing price.
 - Staging ideas – visuals and ideas to stage/prepare property for pictures and virtual tours.
- Additional consults with and offers for the seller are conducted as much as possible by electronic means via video, telephone, email, or digital meeting based on homeowner's technological ability.

CORONAVIRUS (COVID-19) OPERATING STANDARDS FOR THE REAL ESTATE PROFESSIONAL

Revised May 18, 2020



Showings

- General:
 - o Private showings are limited to a single party by appointment only.
 - o Pre-approved, decision makers only to attend showings to limit showings to only qualified and serious buyers.
 - o Maintain 6 feet minimum space between all parties and avoid shaking hands or contact.
 - o All parties encouraged to wear masks and gloves.
 - o Transportation to properties are not to be shared between agents and clients.
 - o Any individual diagnosed with COVID-19, exposed to a positive case of COVID 19 or symptomatic of COVID 19 are to be excluded from in person meetings.
 - o Quarantine orders must be strictly adhered to. Showing properties where quarantined individuals reside or are present is prohibited.
 - o Consult done by electronic means via video, telephone, email, or digital meeting based on client's technological ability.
- Sellers:
 - o Seller's agent to discuss with seller the precautions to be taken when showing the property, and adhere to any specific seller requirements.
 - o For occupied properties, sellers/tenants to open all cabinets, closets, window coverings, and to turn on/off all lights before the showing begins.
 - o Seller's agent to provide booties to cover footwear and hand sanitizer for all in the party.
- Buyers:
 - o Encourage buyers to narrow their property search through photos, virtual tours, and other technology to reduce the number of in-person showings.
 - o Buyers should remain in their vehicle until buyer's agent arrives at the property.
 - o Buyer's agent wears gloves, mask, and provides disinfectant.
 - o Instruct buyers and guests not to use the bathroom facilities at the property.
 - o For unoccupied properties, buyer's agent is the only person to touch common touch points in a property (doorknobs, keys, keypads, cabinet/drawer pulls, lock boxes, etc.).
 - o Buyer's agent to clean touch points and disinfect per CDC guidance.
 - o Buyer's agent and buyers are to leave the property immediately after showing.



Closings

All real estate service professionals are encouraged to follow CDC guidance, state, and local provisions to minimize contact.