



# When a Showing Appointment is Made

Agents from many real estate firms will want to show your home. You will receive a call from one of our front desk staff requesting a specific time a agent wants to bring a potential buyer through your home. Our front desk staff will have detailed instructions regarding how your home is to be shown. ( if you have a pet, security system, etc) to give to the buyers agent. Please try to allow the showing for the requested time. You will increase your odds for a sale by allowing more qualified buyers to see your home. You do not want to miss out on a relocation buyer because your home was not able to be shown. We understand that there are times when a showing is just really inconvenient ...just try to make the best effort to be available as much as possible.

## During a Showing....

- ❑ Open all draperies and window shades during daylight hours.
- ❑ Leave interior and exterior lights on as needed.
- ❑ Open windows one half hour before showings to circulate fresh air.
- ❑ Open all doors between rooms to give an inviting feeling.
- ❑ Place fresh flowers on the kitchen table and or in the living room.
- ❑ If possible, bake cookies or bread to add an inviting aroma.
- ❑ The kitchen and bathrooms should sparkle.
- ❑ Pets should be confined or restricted from view. If possible remove them from the home for the showing. Eliminate pet odors. Not everyone may share your love of animals. Some people may be allergic to them.
- ❑ All jewelry and small valuables should be stored in a safety deposit box or in a locked closet. Do not leave cash or other valuables out in the open.
- ❑ Replace any items not included in the sale, or tag them appropriately with “to be replaced with...” Or “not included” signs.
- ❑ Beds should be made and clothes picked up. Bathrooms should be clean, with towels folded and toilet lid down.
- ❑ Trash cans should not be overflowing and free of odor. (Including if you store your garbage in the garage)
- ❑ When you leave your house, please leave it as if you know it is going to be shown. You never know when the right person is going to look at it.

The following morning, after the showing, our office will fax a feedback form to the buyers agents office. If we do not get a returned fax with feedback The Griffin Team will then call the realtor. We will attempt to get feedback via fax and two phone calls. About 80% of the time we are able to get feedback. If we do not hear back from a realtor we assume there is no interest.