

## REALTOR® Prepare to Show Homes Checklist

Property Address:

Tasks		Done
1	Set the home tour date with the buyers.	
2	Time permitting, preview the home and eliminate any that do not meet their criteria.	
3	Determine which route to take, always showing the best homes first.	
4	Call the sellers the day before the tour to schedule the show times, and rearrange your route if necessary.	
5	Arrange to meet the buyers at your office or in front of the first home you will be touring.	
6	Print out two detailed MLS information sheets for each property you plan to tour with your buyer.	
7	Place the MLS information sheets in the order you will tour the properties and include a Home Tour sheet for each one so that the buyer can record their own comments. Make one set for the buyer and one for yourself.	
8	Make a copy of the Five Must-Haves sheet that was filled out during the Buyer Consultation, and include it with the MLS and Home Tour sheets you will give to your buyers.	