

APPOINTMENT PREPARATION CHECKLIST

We are extremely sensitive to concerns around spread of the COVID-19 virus. We've discussed and put measures in place with all of our technicians and team members to make sure that we're doing everything we can to stop the spread of the virus in our communities.

We recognize that showcasing your home online has become more important than ever. Our technicians are doing everything they can to safely meet your appointment needs. Here are a few things you can do to make sure your appointment goes smoothly.

- Your SeeVirtual Team

Special Measures & Social Distancing

- Wipe common surfaces down with sterile cleaner before and after the appointment (especially door knobs & light switches)
- Give photographers and technicians space when they enter the home
- Please allow our technicians to use a sink for hand-washing upon entering and exiting
- Floor plan technicians and photographers might stagger appointments to minimizing crowding
- To help abide by the "social distancing" guidelines, homeowners or tenants could leave the home or unit prior to the appointment.

Minimizing Touch Points

- Open all inside doors prior to the appointment time
- Turn on lights and lamps prior to appointment
- If you have a floor plan appointment, also open closet doors to provide easy access (these doors should be closed for photographers)
- If windows are open to circulate fresh air please close them prior to technicians arriving.

Staging & General Appointment Prep

- Close garage doors, remove vehicles and any garbage/recycling bins from the building exterior
- Check the home for any minor maintenance issues such as burnt out light bulbs
- Turn off televisions, fans and hide any excessive electronic cords or remotes
- Make sure lights and electric fireplaces are turned on.

Decluttering Your Home

- Counters should be clear of most items (towels, dishes, dish detergent)
- Put away any children's toys and pet accessories
- Make the beds
- Wipe down glass and reflective surfaces in the bathroom, close toilet seats
- Remove toiletries from the bathroom counter and shower or bathtub
- Tidy and "fluff" any interior or exterior furniture.



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