



End-of-Showing Checklist

Why Would You Need a Checklist for This Purpose?

It is not uncommon for another real estate agent to show one of your listings to a potential buyer. Occasionally, one of your colleagues may host an Open House for you, because you have a conflict.

Unfortunately, sometimes these other agents leave the property in less-than-perfect condition!

So, including an End-of-Showing Checklist (next page) in your agent information packet can protect you from your seller's ire – and, sometimes, protect the property from theft or damage.

Hint: You may find the Checklist useful, yourself!

**Please send feedback about this Checklist,
including suggestions for improvement, to:
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End-of-Showing Checklist

Thank you for showing this property.

Before you leave, please ensure that the property is secured, and ready for the owner's return. This checklist serves as a guide, so that you won't overlook anything.

General:

- Doors locked
- Windows locked
- Window treatments returned to original position
- Television / radio / CD player off
- Thermostats restored to original setting
- Closet doors closed
- Wastepaper disposed of
- Lights off, except for those on timers

Kitchen:

- Oven and range turned off
- Taps turned off
- Cupboard doors closed
- Drawers closed

Bathrooms:

- Taps turned off
- Toilet seats down

Agent information:

- Your business card on table
- Listing sheets in tidy pile near door
- Lockbox key removed, and returned to office