



Gentry Group COVID-19 Best Practices for Clients – SELLERS

Best Practices to Follow in All Circumstances:

- Showings should be done virtually and all activities should be completed electronically, if at all possible.
- Sellers are advised that they should not be present within a dwelling at the same time as other individuals.
- Sellers, agents, buyers and third parties, including contractors and workers, should read and understand the recommendations from the Centers for Disease Control and Prevention (CDC) on [how to protect yourself](#). This is critically important!
- Sellers must disclose, via their agent, to all parties prior to entering the property if the seller currently:
 - Is ill with a cold, flu or COVID-19 itself
 - Has a fever, persistent cough, shortness of breath or other COVID-19 symptoms, or has been in contact with a person with COVID-19.

Further, if anyone who enters the property is later diagnosed with COVID-19, the person who is diagnosed must immediately inform the listing agent, who will then make best efforts to inform everyone who entered the property after the person diagnosed, of that fact.

The above requirements also apply to all agents, buyers and third-party service providers disclosing under the same circumstances

- Sellers, agents, buyers and third parties are hereby expressly made aware of the risks of showing and visiting properties: that it may be dangerous or unsafe and could expose them or others to coronavirus (COVID-19). All parties are advised of their responsibilities pertaining to COVID-19 protocols regarding social distancing and other CDC guidelines.
- Seller agrees to allow agents/buyers and their third parties onto and into the property as long as they adhere to the CDC guidelines and those stated herein. Apart from marketing and pre-marketing activities, a standard purchase agreement grants the buyer broad discretion to conduct various inspections and investigations. The seller should carefully consider their obligations under the purchase agreement so that they enter into such agreements with a clear understanding of the attendant risks.
- To the extent possible, the use of various third-party services providers for non-essential services must be avoided and, where unavoidable, the providers must agree to sign an agreement to follow CDC guidelines.
- Unless absolutely necessary, communications with clients should be done via electronic means or by telephone. In person conversations should be minimized unless absolutely necessary.



Best Practices Related to Entering a Seller's Property:

- Listing agents will not leave brochures and flyers in the property but instead upload them to the MLS listing.
- Seller to turn the lights on and leave interior doors, drapes and blinds open. If the property is vacant, seller should ensure these tasks are taken care of prior to showing if at all possible.
- Seller should follow suggestions in the CDC's [Cleaning & Disinfecting Guide](#), advising seller to disinfect the property according to those guidelines after the showing is complete.
- Discussions after the showing with the seller should be conducted through electronic means such as email, telephone, Zoom or FaceTime, rather than in person, as maintaining a conversation while adhering to the social distance guidelines is difficult.
- For HOAs, the seller shall obtain a copy of any new rules that may govern showings of common areas or entry to the property such that listing agent can upload them to the MLS listing.

Pre-Marketing Activities:

- Listing presentations should be done virtually if at all possible.
- Seller approves all pre-marketing activities by the listing agent. No third party can enter the property if they have not agreed to follow CDC guidelines. Even for contractors and workers, gloves and other protective gear are required if at all possible and accessible, as is the declaration that they are asymptomatic and agree to follow CDC guidelines.

Marketing Activities:

- Taking photography using a video-based system.
- HOA site inspections. The seller should inform the listing agent after finding out from the HOA to see what, if any, new rules may have been put in place as a response to COVID-19 and to ensure that any inspections conform to those rules, or that consent of the HOA has been obtained for any exemption to those rules.
- No open houses, broker tours or broker previews.
- REALTORS® should NOT BE conducting any face-to-face marketing during the COVID-19-related declaration of emergency.
- Seller approves all marketing activities by the listing agent.

Drafting and Acceptance of Purchase Agreements or Other Contracts:

All of the following activities can and should be processed electronically:

- Preparing and signing purchase agreements or other contracts.
- Accepting offers.
- Preparing any amendment to a purchase agreement or other contract.
- Delivering any notices or demands.
- Depositing funds.

Agent Signature Date

Agent Name

Seller Signature Date

Seller Name

Seller 2 Signature Date

Seller 2 Name

