



DEPARTMENT OF BUSINESS AND INDUSTRY  
REAL ESTATE DIVISION

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## New Updated Guidance on Open House and In-Person Showings

### Seller Occupied/Vacant Property

#### Open Houses:

- Open houses of single family, multifamily properties may **not** take place with the occupant present.
- Sellers are encouraged to utilize appointments for open houses
- Open house activity shall be limited to “a prospective buyer” (includes the buyer and the buyer’s spouse, domestic partner, business partner, or family members) in the property at one time.
- Open house activity shall be limited to “one prospective buyer” and one real estate professional for both the seller and prospective buyer at a time.
- A COVID-19 release and disclosure for each “prospective buyer” filled out by potential buyer is recommended.
- A sign in sheet at the door is suggested to hold the potential buyer’s spot.
- Buyers must wait in their vehicle or at least 6 feet from others until they are allowed access inside the property.
- All visitors **must** wear face covering pursuant to **Directive 024**.
- Agent to have available gloves and hand sanitizer for use.
- Upon entering the property, agents must ensure that proper social distancing and adherence to CDC guidelines are followed including, encouraging everyone to properly sanitizing hands when entering.
- Wiping down surfaces as frequently as possible is highly encouraged.
- Broker and agents should still consider using existing three-dimensional interactive property scans, virtual tours, and virtual staging to showcase properties.

#### Showings:

- Showings of single family, multifamily properties may **not** take place with the occupant present.
- Sellers are encouraged to utilize appointments for showings
- Showings shall be limited to “a prospective buyer” (includes the buyer and the buyer’s spouse, domestic partner, business partner, or family members).
- Showings of properties are limited to “one prospective buyer” and one real estate professional for both the seller and prospective buyer at a time.
- A COVID-19 release and disclosure for each “prospective buyer” filled out by potential buyer is recommended.
- All visitors **must** wear face covering pursuant to **Directive 024**.
- Agent to have available gloves and hand sanitizer for use.
- Upon entering the property, agents must ensure that proper social distancing and adherence to CDC guidelines are followed including, encouraging everyone to properly sanitizing hands when entering.
- Wiping down surfaces as frequently as possible is highly encouraged.
- Broker and agents should still consider using existing three-dimensional interactive property scans, virtual tours, and virtual staging to showcase properties.

#### \*NOTE

**Residential High-Rises, Condos, Apartments, and properties have shared elevators, common areas and community spaces. Homeowner associations that have COVID-19 guidelines in place to protect their residents must be adhered to. If the requirements for showings, open houses and gatherings are more restrictive than this guidance, the association’s guidelines will prevail. It is incumbent on the agents, sellers, and inspectors to work with these associations when conducting open houses, showings, and scheduling inspections.**

## **Tenant Occupied Property**

### **Open Houses:**

- Open houses of single family, multifamily properties may **not** take place with the occupant present.
- Sellers are encouraged to utilize appointments for open houses
- Open house activity shall be limited to “a prospective buyer” (includes the buyer and the buyer’s spouse, domestic partner, business partner, or family members) in the property at one time.
- Open house activity shall be limited to “one prospective buyer” and one real estate professional for both the seller and prospective buyer at a time.
- A COVID-19 release and disclosure for each “prospective buyer” filled out by potential buyer is recommended.
- A sign in sheet at the door is suggested to hold the potential buyer’s spot.
- Buyers must wait in their vehicle or at least 6 feet from others until they are allowed access inside the property.
- All visitors **must** wear face covering pursuant to **Directive 024**.
- Agent to have available gloves and hand sanitizer for use.
- Upon entering the property, agents must ensure that proper social distancing and adherence to CDC guidelines are followed including, encouraging everyone to properly sanitizing hands when entering.
- Wiping down surfaces as frequently as possible is highly encouraged.
- Broker and agents should still consider using existing three-dimensional interactive property scans, virtual tours, and virtual staging to showcase properties.

### **Showings:**

- Showings of single family, multifamily properties may **not** take place with the occupant present.
- Showings of single family, multifamily properties that are tenant occupied should be done only by appointment.
- A tenant must allow an in-person showing after 24-hour notice.
- Showings shall be limited to “a prospective buyer” (includes the buyer and the buyer’s spouse, domestic partner, business partner, or family members).
- Showings of properties are limited to “one prospective buyer” and one real estate professional for both the seller and prospective buyer at a time.
- A COVID-19 release and disclosure for each “prospective buyer” is recommended.
- All visitors **must** wear face covering pursuant to **Directive 024**.
- Agent to have available gloves and hand sanitizer for use.
- Upon entering the property, agents must ensure that proper social distancing and adherence to CDC guidelines are followed including, encouraging everyone to properly sanitizing hands when entering.
- Wiping down surfaces as frequently as possible is highly encouraged.
- Broker and agents should still consider using existing three-dimensional interactive property scans, virtual tours, and virtual staging to showcase properties.

### **\*NOTE**

**Residential High-Rises, Condos, Apartments, and properties have shared elevators, common areas and community spaces. Homeowner associations that have COVID-19 guidelines in place to protect their residents must be adhered to. If the requirements for showings, open houses and gatherings are more restrictive than this guidance, the association’s guidelines will prevail. It is incumbent on the agents, sellers, and inspectors to work with these associations when conducting open houses, showings, and scheduling inspections.**

## **Inspections:**

- If a property is in escrow, upon 24-hour notice to tenant, a property owner may allow a potential buyer to authorize a licensed inspector access to inspect the property.
- If a property manager, wants to inspect the property as part of their standard course of business in maintaining the property, the property manager must give the tenant 24-hour notice.
- Persons entering the property at any given time is limited to 4 people.
- A COVID-19 release and disclosure for each person entering the property.
- All visitors maintain 6ft and **must** wear face covering pursuant to **Directive 024**.
- Upon entering the property, agents must ensure that proper social distancing and adherence to CDC guidelines are followed including, encouraging everyone to properly sanitizing hands when entering. Limit the people to only those absolutely necessary, followed by properly cleaning the property is highly encouraged.

### **\*NOTE**

**Residential High-Rises, Condos, Apartments, and properties have shared elevators, common areas and community spaces. Homeowner associations that have COVID -19 guidelines in place to protect their residents must be adhered to. If the requirements for showings, open houses and gatherings are more restrictive than this guidance, the association's guidelines will prevail. It is incumbent on the agents, sellers, and inspectors to work with these associations when conducting open houses, showings, and scheduling inspections.**