



**THE REAL ESTATE  
PROFESSIONAL'S  
SAFETY CHECKLIST**

# The Real Estate Professional's Safety Checklist

## 1. Everyday Safety Tips

- Be Aware:** Always be aware of your surroundings and avoid potential danger.
- Share your Plans:** Always inform your office of where you will go, who you will meet, and when you'll finish.
- Don't Meet at Night:** Do not meet with people you don't know at night.
- Don't wear expensive jewelry.**
- Keep a Meetings Log:** Record in a log all your meetings with leads, prospects, and clients - like meetings, showings, open houses, etc.
- No Personal Info:** Do not include your home address on any marketing material, advertisements, or business cards.

## 2. Safety Preparation

- Vehicle Preparation:**
  - First-aid Kit:** Pack a first-aid kit. Include gloves, face mask, antiseptic wipes, bandages, tourniquet, adhesive tape, gauze roll & pads, instant cold pack, super glue, and allergy & pain medication.
  - Roadside Emergency Kit:** Pack a roadside emergency kit. Include jumper cables, folding shovel, thermal blanket, flashlight, extra batteries, a roll of paper towels, duct tape, pen & paper, road flares, GPS, portable charger & cords, etc.
    - Snowy Areas:** Winter gloves & hat, ice scraper, tire chains, cat litter, heat packs.
  - Prevent Fatigue:** Pack non-perishable snacks (like granola, energy bars, jerky, fruit snacks, etc.) and bottled water.
- Learn Safety Skills:** Learn CPR and/or take a first-aid training course.
- Share Your Info:** Along with your contact info, your office should have your *In Case of Emergency* (ICE) contact info on file as well as your vehicle's make, model, year, color, and license plate number.

## 3. Meeting New Clients

- Research New Clients:** Google them before you meet with them. Look for social media accounts like Facebook, Instagram, LinkedIn, and other online presence.
- Meet at Your Office:** The first meeting with your new client should always be at your office during business hours. Get their info, vehicle details, and make a copy of their driver's license.
- Minimize Working Alone:** Ask a coworker to attend the first meeting with a new client and accompany you to showings.
- Associate Coworkers with New Clients:** Introduce them to your colleagues, supervisor, etc. so others know who they are.

#### 4. Parking Your Vehicle

- ❑ **In Visible Areas:** Try to park your vehicle in visible, well-lit, and easy-to-access areas.
- ❑ **Don't Get Blocked In:** Park your vehicle so that it can't be blocked in by another vehicle.
- ❑ **Look for Hiding Spots:** Scan the home, driveway, sidewalk, and street for possible hiding spots.
- ❑ **Look for Possible Threats:** Keep an eye out for loiters and anyone acting strange.
- ❑ **Trust Your Gut:** If you feel unsafe, reschedule meetings/showings or call someone to meet you.

#### 5. Showing Properties

- ❑ **Schedule Daytime Showings:** Always schedule showings during the day – especially when a coworker is at the office.
- ❑ **Share Details:** Always tell a coworker, friend, or family member who you'll meet, the location, the time, and when you'll finish. Consider exchanging contact info with a listing's neighbor.
- ❑ **Preview Properties:** Always preview a property and get to know the neighborhood before a showing or open house. If it feels unsafe, bring another person with you.
- ❑ **Find Exits:** Know where all the exits are located in your listing.
- ❑ **Ensure Vacancy:** If the property should be vacant, look for signs of break-ins and/or squatters.
- ❑ **Secure Valuables:** Insist that the homeowner secure valuable items like jewelry, keys, money, prescription drugs, and anything with their personal information. Lock your purse/handbag in the trunk of your vehicle during open houses and showings.
- ❑ **Phone & Keys:** Keep your phone fully charged and with you along with your keys at all times.
- ❑ **Turn on Tracking:** Activate tracking on your mobile device and temporarily share your location with your coworker, friend, or family member.
- ❑ **Drive Yourself:** Drive your vehicle to showings and ask new clients to follow you in their vehicle.
- ❑ **Watch Your Client:** Always keep an eye on your client and let them walk ahead of you – never turn your back to a new client. Try to stay between them and an exit if possible.
- ❑ **Avoid Dead Ends:** Do not enter rooms that don't have an exit like attics basements, bathrooms, and other rooms.
- ❑ **Self-Defense:** Keep pepper spray, a taser, or a gun (if your state allows it) on you, and learn how to use it properly.
- ❑ **Before you Leave:** Check the backyard, garage, every room, and closet to ensure it's vacant. Make sure all doors and windows are closed and locked. Start from the back of the top floor and work your way down to the bottom front of the house.