

## **KEEP COMMUNICATION OPEN**

If you're driving clients in your car or showing a house, be sure to let someone else in your family or the office know.

#### Easy ways to achieve this:

1) Create events on your calendar then share the schedule with others. Make sure you include the time, location, and attendees (with contact information) for each event.

2) Snap a Selfie Why not? Taking a quick pic of your clients and their vehicle, preferable with the license plate visible, and texting it to a colleague or family member can help ensure that someone knows where you are and whom you are with.



# FEEL PHYSICALLY PREPARED

We recommend carrying pepper spray AND hands on self-defense training. Both of these are a good start of a personal safety strategy to increase your confidence and well-being. Can you adequately defend yourself from an attacker during the time it takes for police officers to arrive after an emergency call? Take the time to learn how by attending a local training program at places like Fit & Fearless, C.O.B.R.A. Self Defense Systems of Austin or ask your local gym about opportunities.



#### KEEP YOUR WORK SCHEDULE "LIGHT"

Make a clear policy that you show properties before dark. On specific occasions if you MUST show a property after hours, turn on all lights as you go through, and don't lower any shades or draw curtains or blinds.



# TRY NOT TO MIX BUSINESS WITH PERSONAL

Giving out too much of the wrong information can make you a target. Create separate business vs. personal social media accounts and don't advertise your home address.



#### BE AWARE DURING AN OPEN HOUSE

When preparing yourself and your clients for an upcoming open house, communicate and be personally aware of the possible dangers that might come with it.

### **Take These Precautionary Actions:**

1) During the open house, keep a close eye on those entering and leaving the premises.

**2) When the house closes for the night**, don't assume that the house is empty. Prior to locking the doors, check all of the rooms and the backyard.



## PRACTICE CAREFUL CAR PRECAUTIONS

Real estate agents spend a great amount of time in the car. Minimize the chances of your car breaking down by keeping a close eye on fluid levels, maintenance, and upkeep. Your client will likely be impressed by this since the ride is often an important part of the tour experience.



## KNOW WHAT YOU'RE WALKING INTO

Before clients arrive, tour the property. Making sure that you have some familiarity with your surroundings will both help your level of comfort and increase your clients faith in your knowledge. What's lurking around that corner? You'll already know because you took a quick peek to eliminate nasty surprises.



## DON'T GET SCAMMED OR TRAPPED

The digital world has taught us that trust is hard to come by. The prospect of new customers is exciting, but taking the time to vet potential clients could save you a ton of heartache later on.

#### Easy ways to achieve this:

1) Ask for a form of identification to verify new client identity.2) Set up an initial meeting in a public place or at the office so as to vet the client and their intentions.



# YOUR IDENTITY IS VALUABLE...PROTECT IT!

Know what to do in the worst case scenario! Contact the fraud department of any of the three consumer reporting companies— <a href="Equifax">Equifax</a>, <a href="ExperianSM">ExperianSM</a>, and <a href="Trans Union">Trans Union</a> to place a fraud alert on your credit report. The fraud alert automatically lets credit card companies and other creditors know they must contact you before opening any new accounts or making any changes to your existing accounts.



#### **ALWAYS TRUST YOUR GUT**

If something doesn't feel right, it likely isn't. Don't ignore that little voice from within. If you have a hunch that a situation is unsafe, politely excuse yourself and reschedule at a time when you can arrange for someone else to join you.

Source: National Association of Realtors, <u>www.nar.realtor/safety</u>



Experts You Need, Partners You Can Trust.