

## Open House and Showing Rules: Industry Guidelines

On May 12, 2021, the "Industry Guidance: Real Estate Transactions" was amended to allow for open houses with more lenient protocols based on current health guidance and science. **Warning: Check your city or county for more restrictive local showing rules.**

### Revised Open House and Showing Rules

- 1. Advertising Open Houses:** A real estate licensee may advertise open houses without qualifications. This includes in MLS or other places.
- 2. No Appointments Required for Open House Attendees:** The new rules state open houses are permitted and there is no requirement for appointments.
- 3. Multiple Groups Now Allowed on Property:** For both open houses and showings, you may now have more than one individual or connected group of persons on the property. The number of groups or individuals should allow for social distancing between each group. The total number of persons allowed also depends on tier level. [see #8]. The simplest way to approach this is to:
  - a. Have social distancing between households and
  - b. Adjust and limit the number of persons in the property at any given time to achieve social distancing.
- 4. Face Masks:** All visitors must wear masks indoors, even if vaccinated, and comply with the other guidance such as hand sanitizing or washing. You should have extra face masks available for those who do not have one.
- 5. Sign in:** All persons entering should sign-in either digitally or in writing. New form PSI – Property Sign In which can be used for this purpose. The sign-in form should include certain agreements (see 6 a-c).
- 6. What should the sign- in include?** The sign-in should include a statement that by entering the property, the visitor is agreeing:
  - a. To Follow the Posted Rules of Entry
  - b. That they have received a link to or of copy to the Prevention Plan (Form BPPP version 5/21)
  - c. That the visitor is not feeling sick, does not have other COVID like symptoms and has not been exposed recently to someone with COVID to their knowledge.
- 7. Can I still just use the PEAD-V?** Yes. Either the new PEAD-ALL, or the PEAD-V accomplishes all of the above. The Posted Rules of Entry must still be posted. However, a sign-in having the key elements above is sufficient instead of a PEAD form. Note the PEAD forms are now being simplified and combined into one form PEAD-ALL and will be available soon on zipForm and is available now as a pdf on car.org at <https://www.car.org/riskmanagement/covidlegaldocs>.
- 8. How can I determine what is the maximum number of people allowed in the property?** The main rule of thumb is to have adequate social distancing between different buying parties. For properties in the yellow and orange tiers that, as a practical matter, is the main limitation. You will have to limit entry to ensure that everyone is able to maintain at least 6 feet of physical distance from everyone who is not in their household.

However, there can never be more than 50 in the yellow tier, 25 in the orange tier, and 10 in the red tier. For the purple tier, allow no more than one buying party at a time. Click [here](https://covid19.ca.gov/safer-economy/) [https://covid19.ca.gov/safer-economy/] to see what tier county the property is in. Your city or county may have more restrictive rules in place.

- 9. What is required for Posted Rules for Entry?** The Rules for Entry must be posted at the entrance to the property and be clearly visible. Also, you may link to or publish these rules in MLS listings and publicly online. This C.A.R. form PRE can be used for this purpose; available soon on zipForm and at: <https://www.car.org/riskmanagement/covidlegaldocs>
- 10. What are the cleaning protocols?** The property should be cleaned once a day consistent with the CDC guidelines [<https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html>] which states:

*“Determine How Often To Clean High-touch surfaces should be cleaned at least once a day. More frequent cleaning might be needed when the space is occupied by young children and others who may not consistently wear masks, wash hands, or cover coughs and sneezes. If the space is a high traffic area, or if certain conditions apply, you may choose to clean more frequently.”*

- 11. Are there other precautions that should be taken?** Open doors and windows, weather permitting, to introduce fresh air. It is also recommended to have sanitizer and wipes available for cleaning and to have masks available so that persons without masks will not have to be turned away.
- 12. Does this change any protocols for appointment-based individual showings?** The individual showings, whether through lock boxes and/or by appointment, should comply with the same rules as open houses as it relates to masks, hand sanitizing/washing, social distancing and posted rules. A PEAD form may still be used for individual showings, but a sign-in sheet or digital sign-in process is also adequate if the signer 1) agrees to follow the Posted Rules of Entry 2) is given access – even if a link – to the Prevention Plan and 3) an indication that by entering the property, one is declaring that they are not feeling sick, have other COVID like symptoms and, to their knowledge, has not been exposed recently to someone with COVID.



OPEN HOUSE AND SHOWING GUIDELINES SIGN-IN
(C.A.R. Form PSI, 5/21)

Property Address: 2157 Basswood Court, Westlake Village, CA 91361 Date

All persons entering the above property:

- 1. Agree to follow Broker's Prevention Plan...
2. Agree to the Posted Rules For Entry...
3. Make the following representations:
(a) To the best of your knowledge...
(b) You are not experiencing a fever...
(c) You will inform Broker if...

The Posted Rules For Entry and Broker's Prevention Plan can be accessed at https://www.car.org/riskmanagement/covidlegaldocs.

By entering the property, I agree to the above terms:

(Print Name) (Signature)
email: phone number: time entered: Request Copy of Documents

(Print Name) (Signature)
email: phone number: time entered: Request Copy of Documents

(Print Name) (Signature)
email: phone number: time entered: Request Copy of Documents

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OPEN HOUSE AND SHOWING GUIDELINES SIGN-IN (PSI PAGE 1 OF 1)



LISTING AGREEMENT
OPEN HOUSE ADDENDUM OR AMENDMENT
(C.A.R. Form LOHA, 5/21)

The following terms and conditions are hereby incorporated in and made a part of the Listing Agreement or [ ] Other dated [ ] ("Listing Agreement") on property known as [ ] 2157 Basswood Court, Westlake Village, CA 91361 ("Property") in which [ ] is referred to as Broker and [ ] is referred to as Seller OR

[ ] This is an amendment to the already existing Listing Agreement between Seller and Broker.

1. OPEN HOUSES:

Seller agrees ([ ] DOES NOT agree) to allow Broker to hold an open house for prospective purchasers and other visitors to enter the Property as specified below:

- A. Entrants will be required to register at the Property by way of a sign-in sheet or digital sign-in, or provide a Broker with a Coronavirus Property Entry Advisory and Declaration (C.A.R. Form PEAD), either in advance or at the time of entry; and
B. The sign-in or PEAD shall contain the entrant's agreement to follow Broker's Prevention Plan and abide by the Posted Rules For Entry, as well as a statement that the entrant does not have COVID-19 or been in contact with someone with COVID in the last 10 days, and that they do not have any symptoms of COVID-19.

2. SHOWING REQUIREMENTS:

- A. Prospective purchasers and other visitors (i) Must use face coverings; (ii) Shall follow social distancing guidelines between themselves and others who are not a member of that visitor's party; and (iii) Must agree to wash their hands or use hand sanitizer prior to entry.
B. Fresh outside air shall be introduced into the Property, for example by opening doors/windows, weather permitting, and operating ventilation systems.
C. Commonly touched surfaces and areas shall be cleaned and disinfected at regular intervals, at least once per day.
D. [ ] Additional showing requirements:

3. SCOPE OF BROKER DUTY: Seller understands and agrees that Broker will abide by the terms of this Addendum/ Amendment and use Broker's best efforts to obtain compliance by others. Broker will provide Seller with a copy of all sign-in sheets and PEAD forms signed by and received from any broker or other person entering the Property. Broker cannot and will not verify the representations of others nor guarantee their compliance with Seller's and Broker's instructions. Broker cannot and will not physically prevent entrance to the Property by others who do not agree to the instructions. If Broker becomes aware of such person's failure to comply with the instructions, Broker will promptly inform Seller and take efforts to prevent such person's future access to the property. Seller wants the potential benefits, and ASSUMES THE RISK, of allowing others to enter the Property. Seller releases Broker and its agents, from any loss, liability, expense, claim or cause of action that arise from allowing entry upon the Property or are related in any manner to this Addendum/Amendment.

4. DOCUMENTATION: Broker has provided Seller with a [X] Coronavirus Property Entry Advisory and Declaration (C.A.R. Form PEAD-ALL), and [X] Best Practices Guidelines and Prevention Plan (C.A.R. Document BPPP), or substantially equivalent form or document approved by Broker. Rules of entry shall be posted in a visible location by the front entrance (C.A.R. document PRE).

5. ADDITIONAL TERMS:

By signing below Seller and Broker acknowledge that each has read, understands, has received a copy of, and agrees to the terms of this Listing Agreement Open House Addendum or Amendment.

Seller [ ] Date [ ]
Seller [ ] Date [ ]

[ ] Additional Signature Addendum attached (C.A.R. Form ASA)

Real Estate Broker (Firm) [ ]
By [ ] DRE Lic# [ ] Date [ ]

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**CORONAVIRUS  
PROPERTY ENTRY ADVISORY AND DECLARATION  
– ALL OCCUPANTS AND VISITORS  
(C.A.R. Form PEAD-ALL, 5/21)**

This form is for use by all persons entering or allowing access to a property (“Principal”). It applies to all persons allowing access to a property (whether a seller, landlord, tenant, other resident, property manager, broker or agent, or other person) and all “visitors” (whether a prospective buyer, prospective tenant, inspector, repair person, appraiser, notary, stager, broker or agent, or other person accompanying the visitor to a property). **A visitor does not need to sign a separate form for each property or every entry but instead may provide a copy of a signed PEAD-ALL to the occupant or broker or agent representing the occupant. This form should not be used if circumstances change and the representations are no longer accurate.**

**1. PRINCIPAL ACKNOWLEDGMENTS AND AUTHORIZATIONS:**

- A. Principal is voluntarily entering, or allowing others to enter, a property;
- B. A set of rules, including pictograms, for Principals will be posted at the entrance of the Property and be clearly visible (C.A.R. document PRE). Principal will abide by the Posted Rules of Entry.
- C. Principal has been provided with a  Best Practices Guidelines and Prevention Plan (C.A.R. document BPPP or substantially equivalent document approved by Broker), and will comply with the terms of the BPPP;

**2. PRINCIPAL REPRESENTATIONS:**

- A. To the best of your knowledge: (i) You are not currently afflicted with COVID-19, and (ii) You have not knowingly, within the last 10 days, been in contact with someone afflicted with, COVID-19;
- B. You are not experiencing COVID-19 symptoms, which may include a fever, or signs of respiratory illness such as cough, shortness of breath or difficulty breathing;
- C. **You will inform Broker if, after the date this document is signed, there is a change in your health condition or knowledge that potentially puts others at risk or invalidates the representations made in this document, in which case you will cease using this PEAD-ALL as a representation to any other person.**

**3. ACCOMPANYING MINORS:** By signing below, adult Principals acknowledge and agree that all property entrant rules, and Principal acknowledgments and representations apply equally to any accompanying minors as they do to Principal. Principal is responsible for the care, safety, and conduct of minors in the Property. Any accompanying minors shall be identified in paragraph 4.

**4. EXCEPTIONS TO REPRESENTATIONS, IDENTIFICATION OF MINORS, AND ADDITIONAL TERMS:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**5. AGREEMENT, DECLARATION AND ASSUMPTION OF RISK:** By signing below, Principal is declaring the foregoing is true, and that Principal assumes the risk, as applicable, of entering the Property, or allowing someone to enter the Property. **Principal understands and agrees that no one, including but not limited to broker and agents, can guarantee that you will not be exposed to or contract COVID-19.**

**By signing below, Principal acknowledges that Principal has read, understands, and voluntarily agrees to the foregoing and will adhere to the Posted Rules For Entry, and has received a copy of this Coronavirus Property Entry Advisory and Declaration.**

\_\_\_\_\_ Date \_\_\_\_\_  
 (print name) (signature)

\_\_\_\_\_ Date \_\_\_\_\_  
 (print name) (signature)

(For record keeping purposes only)

**I/WE ACKNOWLEDGE RECEIPT OF A COPY OF THIS SIGNED PEAD-ALL FORM. (The initials below are not required but can be used as evidence that the initialing party has received the completed form.)**

Broker/Agent for Buyer/Tenant/Lessee \_\_\_\_\_ / \_\_\_\_\_ Broker/Agent for Seller/Landlord/Lessor \_\_\_\_\_ / \_\_\_\_\_  
 Seller/Landlord/Lessor \_\_\_\_\_ / \_\_\_\_\_

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**PEAD-ALL 5/21 (PAGE 1 OF 1)**

**CORONAVIRUS PROPERTY ENTRY ADVISORY AND DECLARATION (PEAD-ALL PAGE 1 OF 1)**



## **Check Your City or County for More Restrictive Local Showing Rules**

**More restrictive rules regarding showings by a County or City must be followed.**

### **Prevention Plan**

Unless otherwise specified, this entire document known as the “Mandatory Government Showing Requirements, including Best Practices Guidelines and Prevention Plan” is hereby adopted as Broker’s “Prevention Plan.” The “Prevention Plan” to be followed by agents who show properties. Brokerages must regularly evaluate compliance with the plan and document and correct deficiencies identified.

### **Showing Rules for Listing and Buyer's Agents**

1. Agents conducting the showing should meet clients at the property and not drive the client to the property.
2. The listing agent must post the Posted Rules for Entry (C.A.R. Document PRE) at the entrance of the property. These Posted Rules for Entry or a link to them should be part of any online public and MLS listings.
3. Real estate licensees should remind clients to maintain physical distancing during showings and to refrain from touching handles, switches, pulls, etc.
4. During a showing, introduce fresh outside air, for example by opening doors/windows, weather permitting, and operating ventilation systems.
5. Follow the California guidance on gatherings, which requires showings to be kept short, and outlines the number of people that may be present at a showing based on the Tier level of the county in which the property is located.

### **Cleaning and Disinfecting the Property and Sanitation Products**

1. It is recommended that shown properties have proper sanitation products, including hand sanitizer, face coverings and disinfecting wipes, for use by visitors as needed. No showing should take place if these products are not available to those entering the property.
2. Shown properties should have commonly used surface areas cleaned in accordance with the more recent CDC guidelines, which indicates daily cleaning except in some circumstances. <https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html>

### **Rules for Visitors**

1. Prior to entering a property, all persons must use the sign in process implemented for showing the property OR have already signed a Coronavirus Property Entry Advisory and Declaration form (C.A.R. Form PEAD) and delivered a copy of that signed form to the listing agent.
2. By signing the PEAD or signing in, the visitor is agreeing to both the Posted Rules of Entry (C.A.R. Document PRE) and this Prevention Plan or other plan adopted by Broker.
3. All visitors must maintain six feet of physical distance between unrelated persons.
4. All visitors must wear face coverings. For individuals with disabilities who cannot wear a face covering or face shield, the showing agent will engage in the interactive process with the individual to discuss any available reasonable accommodations.
5. All visitors must use hand sanitizer or wash their hands immediately upon entry.
6. All visitors should avoid touching knobs, faucets, toilets and toilet handles, light switches, garage door opener buttons, handles and pulls, alarm system controls, fan pulls, remotes, thermostats, switchboxes, gates and gate latches, window locks and sashes, pool coverings, and other such items.

### **Rules for Sellers and Occupants**

If current occupants are present and/or participate during the showings, in accordance with their legal rights, they should adhere to the same standards regarding physical distancing and property cleaning and disinfecting protocols and promote a safe environment for all persons present.



CORONAVIRUS
PROPERTY ENTRY ADVISORY AND DECLARATION
- ALL OCCUPANTS AND VISITORS
(C.A.R. Form PEAD-ALL, 5/21)

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1. PRINCIPAL ACKNOWLEDGMENTS AND AUTHORIZATIONS:

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C. Principal has been provided with a [X] Best Practices Guidelines and Prevention Plan (C.A.R. document BPPP or substantially equivalent document approved by Broker), and will comply with the terms of the BPPP;

2. PRINCIPAL REPRESENTATIONS:

- A. To the best of your knowledge: (i) You are not currently afflicted with COVID-19, and (ii) You have not knowingly, within the last 10 days, been in contact with someone afflicted with, COVID-19;
B. You are not experiencing COVID-19 symptoms, which may include a fever, or signs of respiratory illness such as cough, shortness of breath or difficulty breathing;
C. You will inform Broker if, after the date this document is signed, there is a change in your health condition or knowledge that potentially puts others at risk or invalidates the representations made in this document, in which case you will cease using this PEAD-ALL as a representation to any other person.

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\_\_\_\_\_

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\_\_\_\_\_ Date \_\_\_\_\_
(print name) (signature)
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(print name) (signature)

(For record keeping purposes only)

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PEAD-ALL 5/21 (PAGE 1 OF 1)

CORONAVIRUS PROPERTY ENTRY ADVISORY AND DECLARATION (PEAD-ALL PAGE 1 OF 1)

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### **Cleaning and Disinfecting the Property and Sanitation Products**

1. It is recommended that shown properties have proper sanitation products, including hand sanitizer, face coverings and disinfecting wipes, for use by visitors as needed. No showing should take place if these products are not available to those entering the property.
2. Shown properties should have commonly used surface areas cleaned in accordance with the more recent CDC guidelines, which indicates daily cleaning except in some circumstances. <https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html>

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# ALL PERSONS ENTERING THIS PROPERTY AGREE TO THESE POSTED RULES

- **Prior to entering this property**, you must have either (1) signed and completed the sign-in sheet or the digital sign-in process implemented for this showing this property or (2) sign a Coronavirus Property Entry Advisory and Declaration form (C.A.R. Form PEAD) either previously given or provided at the property and deliver a copy of that signed form to the Listing Agent.

- You agree to the following:



Washing your hands with soap and water or using hand sanitizer immediately upon entry and before touring or inspecting the property;



Wearing a protective face covering;



Practicing social distancing by keeping at least six feet between yourself and others, and not gathering in groups (not including your own household);



Avoid touching surfaces or items in the property. All persons on property for in-person showings should avoid touching knobs, faucets, toilets and toilet handles, light switches, garage door opener buttons, handles and pulls, alarm system controls, fan pulls, remotes, thermostats, switchboxes, gates and gate latches, window locks and sashes, pool coverings, counters, door and cabinet handles, sinks, and other such items. If you believe it necessary to touch surfaces or items in the property, consider the risks of doing so.

- You will follow all Federal, State, and local laws and Stay Home Orders, even though such laws and orders may be changing rapidly.
- **For the safety of all, you represent that:**
  - To the best of your knowledge, you are not currently afflicted with, and have not knowingly, within the last 10 days, been in contact with someone afflicted with, COVID-19;
  - You are not experiencing a fever, or signs of respiratory illness such as cough, shortness of breath or difficulty breathing, or other COVID-19 symptoms;
  - You will inform Broker if, after the date the PEAD is delivered or of digital or other sign-in, there is a change in your health condition or knowledge that potentially puts others at risk; and
- **If you are currently afflicted with, or within the last 10 days, have been in contact with someone afflicted with COVID-19, or have any symptoms such as fever, cough or difficulty breathing, please do not enter the property.**

**THIS NOTICE IS POSTED TO COMPLY WITH THE REQUIREMENTS OF THE CALIFORNIA DEPARTMENT OF PUBLIC HEALTH. ADDITIONAL NOTICE OR ENTRY STANDARDS MAY BE REQUIRED BY LOCAL LAW.**