

# INSTRUCTION SHEET (Form CA-021)

## COVID-19 PREVENTION MEASURES FOR SHOWN UNITS

### Purpose:

This form can be used before conducting an in-person showing of a rental unit.

Current state guidelines require real estate businesses to establish a written COVID-19 prevention plan. The protocol below for unit touring can be used as a piece of that plan but is not a substitute for developing your own plan, which should include employee training and procedures specific to your business. For more information to help you implement your plan, review CDPH's [COVID-19 Industry Guidance: Real Estate Transactions](#) and [COVID-19 General Checklist for Real Estate Transactions](#).

- Discontinue holding open houses and showings open to the general public on a walk-in basis; use an appointment or digital sign-in process to control the number of people in the house or property.
- Limit showings to no more than two visitors at a time residing within the same household or living unit and one individual showing the unit, or with another standard as may be set forth in local public health orders.
- If showing an occupied unit, work with the current occupant(s) to be away from the unit during the showing. Note: you cannot legally require an occupant to be absent from the property in order to show it, never force your way into a unit where the occupant does not allow you in.
- Thoroughly clean shown properties and disinfect commonly used surfaces including counters, door and cabinet handles, key lock boxes, keypads, toilets, sinks, light switches, etc. between showings.
- Provide hand washing facilities or hand sanitizer for use by all parties before and after entering a unit.
- Remind prospective residents to maintain physical distancing during showings and to refrain from 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.
- Have all prospective residents review and sign form CA-021 - *COVID-19 Prevention Measures for Shown Units*. The rules prospective residents must follow, or a link to the rules, should be part of any online listing for the property, and should be clearly posted at the entrance to the property.
- To the extent possible, provide informational materials electronically and avoid the need for handouts or other types of hard-copy promotional materials.
- Open doorways or other areas of ingress and egress prior to in-person property showings to minimize the touching of surfaces.
- During a showing, introduce fresh outside air, for example by opening doors/windows and operating ventilation systems.
- Wipe down and disinfect equipment that passes between individuals, such as clipboards and keys, after each use.
- Schedule appointments to ensure enough time to clean units between showings.

### Preparation of the Form:

1. Fill the address of the premises, the unit number(s) of the shown unit(s), and the name(s) of the prospective resident(s).
2. Fill name of the Landlord.

**Signatures:** It is strongly recommended that all adult prospective residents that will be shown the unit sign and date the agreement.

### Pitfalls and Precautionary Notes:

1. Note that many local government health orders only allow in-person showings to be conducted where virtual showings are not feasible. Be sure to check with your local City and County health departments for the latest information.



# COVID-19 PREVENTION MEASURES FOR SHOWN UNITS

Address of Property: \_\_\_\_\_  
(Street Address)  
\_\_\_\_\_, CA \_\_\_\_\_ (the Premises)  
(City) (Zip)

Units Shown: \_\_\_\_\_

Prospective resident(s): \_\_\_\_\_

Due to the COVID-19 pandemic, both state and local health orders require that certain steps be taken when a rental unit is shown in person. We ask that you carefully review and follow the guidelines set forth below. Your cooperation in following the guidelines set forth in this document will help reduce the risk of transmission of the virus that causes the COVID-19 illness.

- No more than two visitors at a time residing within the same household or living unit, and one individual showing the unit, will be allowed in the shown unit at a time unless otherwise allowed by local health order.
- Non-medical face coverings, such as cloth masks, are strongly recommended.
- Wash your hands or use hand sanitizer before entering the unit and after the showing.
- If you sneeze and/or cough, do so into a cloth or tissue or, if not available, into your elbow
- Do not shake hands or engage in any unnecessary physical contact.
- Maintain physical distancing during the showing and refrain touching from 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.

Efforts, such as routine cleaning, are being made to reduce the risk of transmission of the virus that causes the COVID-19 illness, in accordance state and local health orders, be advised that

\_\_\_\_\_  
(Landlord)  
makes no representation that the property is "virus free." It is possible you could be exposed to the virus that causes the COVID-19 illness while visiting the premises.

By signing this document, you agree that you have read and understood the contents of the document and agree to follow the guidelines set forth herein.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

